



Loudoun County, Virginia

REQUEST FOR PROPOSAL

RUST LIBRARY OPENING DAY COLLECTION

ACCEPTANCE DATE: ONGOING

RFP NUMBER: QQ-01359

ACCEPTANCE PLACE: Department of Management and Financial Services
Division of Procurement, MSC #41C
1 Harrison Street, SE, 4th Floor
Leesburg, Virginia 20175

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This document can be downloaded from our web site:

www.loudoun.gov/procurement

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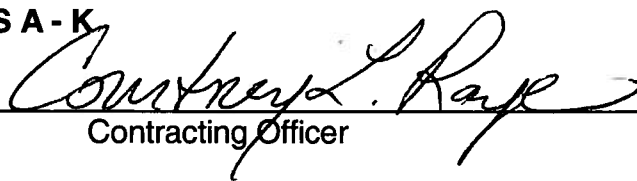
IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE.

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Prepared By:  Date: 10/10/07
Contracting Officer

RUST LIBRARY OPENING DAY COLLECTION

1.0 PURPOSE

The intent of this Request for Proposal (RFP) is to obtain proposals from qualified offerors for a wide range of shelf-ready materials and related opening day collection services for the Rust Library in Leesburg, Virginia. The Library is currently closed and undergoing an expansion and renovation. A temporary, small store front library is providing service in Leesburg until the project is completed. This Request for Proposal **does not** include services for the temporary facility.

In order to obtain the best possible range of materials and services, the County reserves the right to make multiple awards based on this RFP. The number shall depend on the quality of the proposals received and the unique contributions specialty wholesalers can make to an Opening Day Collection (ODC). Project cost shall not exceed \$1.4 million. Total cost of the new Rust Library is \$10 million.

2.0 COMPETITION INTENDED

It is the County's intent that this Request for Proposal (RFP) permit competition. It shall be the offeror's responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Purchasing Agent not later than ten (10) days prior to the date set for acceptance of proposals.

3.0 BACKGROUND INFORMATION

Loudoun County, Virginia is a dynamic county with an outstanding quality of life, located just twenty-five (25) miles from Washington, D.C. Loudoun County is widely known for its beautiful scenery, rich history and strong sense of community. The County also enjoys a reputation for high quality services, including first-rate school and library systems. Loudoun County (VA) Public Library (LCPL) is ranked as one of the top 100 libraries in the nation by the HAPLR index. Loudoun County is one of the fastest growing counties in the United States. It had a 160% change in growth in the Hispanic population from 2000 to 2006. Consequently, it is important that LCPL respond to the cultural diversity of the community in the new Rust Library collection. More information about the County is available at the following website:

http://www.loudoun.gov/business/growth_summary_2006.htm

The **Rust Library** is located in Leesburg, a beautiful historic city with a busy downtown. The building, which is currently 23,500 square feet, is undergoing an expansion to 38,500 square feet. It is scheduled to reopen in spring 2009. There will be a new children's area that will be twice the size of the current space and a new 4,000 square foot Teen Library Zone. The collection will contain an estimated 70,000 new items that meet the diverse requirements of the customers. The opening day collection will contain books and audio visual materials including DVDs, CDs, and audio books with special emphasis on the young adult collection, the children's collection, the Spanish collection, additional foreign language materials, and an increase in the number of adult media, children's media, and English as a Second Language materials. Some portion of the temporary branch library collection and 11,500 items from the existing collection, which are in storage, will be integrated with the new opening day collection. The final collection size will be approximately 110,000 items.

4.0 SCOPE OF SERVICES

All proposals must be made on the basis of, and either meet or exceed, the requirements contained herein.

The successful offerors shall be responsible for ODC services for all or part of the project. Desired vendor services include cost effective and timely provision of:

- Vendor generated selection lists for specific types of material
- Complete fund accounting for all purchases
- Fully cataloged, processed, and shelf-ready new books and media including MARC records
- Updates to the automated catalog
- Storage of items until required delivery.
- Shipment of items to the branch
- Shelving items at the branch (please price separately)

4.1 General Specifications

A. This project is concerned with materials in all subject areas and readership levels, specifically:

- adult, young adult and juvenile nonfiction
- adult, young adult and juvenile fiction
- mass market and trade paperbacks
- picture, easy reader and board books
- large print
- adult, young adult and juvenile audiobooks

- adult and juvenile DVDs
- adult and juvenile music CDs
- electronic resources including music and video (streamed or downloaded) and downloadable text and e-audiobooks
- games
- foreign language materials in all formats
- materials that focus on the traditions, customs, language and music of other cultures

B. Vendors' fill rate must meet or exceed 85% of all items ordered.

C. All items backordered and available from the publisher must be fully cataloged, processed and delivered within six (6) months of the branch opening date.

D. If possible vendors should catalog "live" in the LCPL database, adding bibliographic records in real time through the secure network connections specified by the County's Department of Information Technology. Current connection to the LCPL SirsiDynix Horizon database is established through a combination of VPN and Citrix. Vendors are responsible for equipment and communication costs.

E. Vendors shall provide all staff support, office and warehouse space, and the equipment and supplies necessary for the purchasing, processing, cataloging, storage and shipment of items. (Exception is library provided barcodes.)

F. At least one (1) individual shall be designated by name to serve as project manager during the contract period. A designated liaison to work with LCPL Horizon staff is also desirable.

G. Vendors should have the capability to incorporate changes made by LCPL during the course of the project.

H. Performance requirements include:

- Cataloging error rate shall not exceed 2%
- Processing error rate shall not exceed 2%
- Shipping error rate shall not exceed 2%
- Credit and replacement error rate shall not exceed 2%
- All project target dates shall be met by vendors
- Project shall pass any project audits

4.2 Selection List Development

- A. Vendors shall provide selection lists generated from major review sources and bibliographies, including vendor created bibliographies. Vendors must provide titles of the review journals and standard bibliographies referenced for creating the lists in their response.
- B. LCPL shall work with vendors to create selection list profiles after project is awarded.
- C. It is desirable that vendors provide a web-based bibliographic database that interfaces effectively with the Sirsi/Dynix ILS to facilitate the creation of lists.
- D. Selection lists shall be generated according to a schedule jointly agreed upon by LCPL and the vendors, but not later than forty-five (45) days after receiving access to the library's bibliographic database.
- E. Vendors shall provide separate selection lists of items designated by the categories in APPENDIX F. Each list shall be clearly labeled according to the appropriate category.
- F. Out of print titles shall not appear on selection lists.
- G. Selection lists should include newer editions of existing titles.
- H. Vendors shall indicate if library holdings currently exist for a title on the selection lists. The lists shall include an indication of whether the title is currently in the library database and the owning library.
- I. Fiction lists shall be arranged by author's last name, then first name. Multiple titles by the same author should then be alphabetical by title.
- J. Non-fiction titles in all categories shall be arranged in Dewey order, and then by author or title (if title main entry).
- K. Vendors shall describe how lists will be delivered (electronically, paper, website). If the library requests paper lists, two (2) copies shall be provided.

- L. Vendors shall propose a method of ensuring updated selection lists for pre-publication items so that they are on order by opening day.
- M. Selection lists should contain items vendors can supply. (If items appear on the lists that are available only directly from the publisher they must be identified.)
- N. Previously selected titles must not appear on forthcoming selection lists.
- O. Vendors shall provide description and samples of selection lists with proposal.
- P. Vendor's lists shall include the following information per title:
 - Author/editor (last name, first name)
 - Title
 - ISBN or ISSN
 - Publisher
 - Date of publication
 - Edition
 - Dewey #
 - Series
 - Vendor's inventory item status i.e. in stock or on order
 - List price
 - Discount price
 - Total cost of list and total cost after discount if possible.
 - Binding (Hardcover editions are preferred over paperback)
 - Full text review (if item is listed because it appeared in a review journal)
 - Bibliography/source that determined why the item is included

4.3 Order Handling

- A. Vendors shall describe the options by which LCPL may place orders.
- B. Vendors shall pay for the return of marked lists if orders are submitted on paper.

- C. Vendors shall identify duplicate orders for a title but allow for multiple and/or added copies when multiple copies are ordered.
- D. Vendors shall list discount schedules and processing fees for each type of material.
- E. When available, publisher's library editions shall be supplied for juvenile titles. When available, hardcover adult and juvenile titles shall be supplied regardless of price over paperback.
- F. LCPL will order and pay for items from publishers who will not supply to wholesalers or from suppliers for special categories of materials to be defined by LCPL. Vendors will be sent "direct items" for processing, cataloging, and shipping. LCPL will be invoiced accordingly.
- G. Vendors shall cancel orders not supplied within one hundred eighty (180) days. Vendors shall report cancellations to LCPL monthly including reason for cancellation. LCPL reserves the right to reorder cancelled titles from the vendors should they become available.
- H. Vendors shall establish separate accounts for each category of materials as defined by LCPL. Each fund account shall have a cap determined by LCPL, which may not be exceeded or adjusted unless authorized by LCPL.
- I. Vendors shall accept and pay for return of materials found to be defective or not as ordered, and shall credit charges for incorrect processing. No time limits shall be imposed for these returns and credits.
- J. Vendors shall supply a separate confirmation report for each order placed which shall include:
- Purchase order number
 - LCPL fund account number
 - Order date
 - Quantity
 - Author/editor
 - Title
 - Edition/binding
 - Publisher
 - Publication date
 - ISBN/ISSN

- List unit price
- Price extension
- Discount price
- Status
- Total quantity
- Total price all copies after discount
- Additional shelf ready charges including cataloging, processing and linking to LCPL database.

4.4 Storage and Shipping

- A. Vendors shall describe the methods used for packing, labeling and storing the collection, including insurance coverage.
- B. LCPL reserves the right to inspect processing and cataloging of items prior to shipping which may include visits to the vendor's site.
- C. Vendors shall store all materials included in the ODC until requested by LCPL. Storage should be by material categories in APPENDIX D and boxed and shipped in shelf list order.
- D. Vendors shall supply and ship available items four (4) weeks prior to the opening date and shall be kept apprised of revisions of the opening date.
- E. Shipments shall be made with inside delivery to predetermined shelf locations within Rust Library at a time selected by LCPL.
- F. Cartons shall be clearly labeled by Dewey classification and collection type.
- G. Vendors shall ensure a method for claiming items shipped but not received.
- H. Vendors shall describe procedures taken if:
 - Items delivered are found to be defective
 - Packing list does not agree with contents of the box
 - Unavoidable delays occur in opening the Rust Library

4.5 Invoicing and Reporting

A. Vendors shall provide reports monthly of:

- New bibliographic records added to Horizon
- New items added to existing records in Horizon
- New items added to on order records in Horizon

Reports shall be organized by collection categories and shall include database control number for each title.

B. Vendors shall provide reports monthly on the status of each account to include:

- Total allocation by fund account
- Total amount encumbered by fund account including cataloging, processing, storage and shipping.
- % of total allocation encumbered by fund account
- % of total allocation expended by fund account
- Working balances by fund account (amount left to be encumbered)
- % of total allocation with working balance by fund account
- Total units and dollars selected per month
- Cumulative (project to date) information on total units and dollars selected
- Title, author and ISBN of items backordered or cancelled

C. The invoice and packing slip shall include general information:

- Bill to: Loudoun County Public Administration address
- Ship to: Rust Library address
- Invoice number
- LCPL account number
- Purchase order number
- Order date
- Billing date

D. The invoice and packing slip shall include title specific information alphabetical by title:

- Quantity
- Call number range
- Title
- Author
- Publisher
- Total number of volumes

- List unit price
- Discount
- Unit price after discount
- Processing price
- Cataloging price
- Total price per title

4.6 Work Plan

- A. Vendors shall identify the work team that shall handle the Library's account including key personnel responsible for functions such as Collection Development services, orders, cataloging, processing, invoicing and Accounts Receivable.
- B. Vendors shall describe their work plan to deal with the various functions they would be performing for the Library to include, but not be limited to, communication methods and recommended project schedule.
- C. Vendors shall describe their methods of quality control for each function detailed in Section 4.0
- D. Vendor shall indicate how changes during the term of the contract in Library operations will be accommodated, i.e., changes in software, cataloging or processing specifications.

4.7 Processing and Preparation

- A. LCPL will provide samples of processing requirements for various formats.
- B. LCPL will provide sample labels and dimensions and lists of acceptable suppliers. See APPENDIX K. All processing supplies unless otherwise noted (i.e., barcodes) shall be furnished by the vendor.
- C. Vendors shall supply samples of each media item so that the processed items can be checked for accuracy.

- D. LCPL is currently considering implementing RFID technology. If RFID is implemented, vendors shall be provided with pertinent processing instructions related to RFID tags and media cases.
- E. Detailed processing specifications for all types of materials are in APPENDIX J.

4.8 Cataloging and Electronic Data

- A. Vendors should have the capability to interface with Horizon. Vendors shall not use LCPL Horizon database except to perform the work outlined in the RFP. Vendors shall be responsible for purchasing, installing and testing the functionality of all equipment and software necessary for interface with Horizon.
- B. Vendors must have the capability to catalog to the exact specifications provided by LCPL. Vendors shall supply a bibliographic records for each unique title. Using LCPL's current bibliographic database, the Vendors shall determine if a new record is needed. If the bibliographic record already exists at LCPL, the vendors shall provide item information to update the holdings information in the database. If a bibliographic record does not already appear in the LCPL database, the new record provided by the vendors shall be constructed in a manner consistent with the Library's existing cataloging data and practices - using the Dewey Decimal classification scheme (22nd edition), with some local call numbers, the Library of Congress name authority and subject headings, and the Anglo American Cataloging Rules, 2nd edition, 2006 revision. The bibliographic record shall be compatible in structure and content with the Library of Congress MARC 21 communications format as defined by OCLC, and must adhere to the requirements of the OCLC-MARC Subscription Service Documentation, 4th Edition. The bibliographic record shall contain the standard tags and sub-fields, where applicable. Vendors shall allow standard LC cataloging changes to be integrated into the system as implemented by OCLC.
- C. Vendors shall create an item field for each new and updated bibliographic record. The item field shall be so constructed as to allow item creation from this field when processed by the library's automated system. A sample file shall be required to assure compatibility with the Library's online catalog and circulation system.
- D. Vendor-supplied records shall have been run through their most current authority control file for name and subject headings. Vendor shall be responsible for the manual review of unlinked headings and shall make the appropriate changes to the headings in question.

4.9 Cataloging and Processing Specifications

- A. Vendors shall catalog library materials according to the detailed cataloging specifications found in APPENDIX B.
- B. Vendors shall process library materials according to the detailed processing specifications found in APPENDIX I.

5.0 CONTRACT TERMS AND CONDITIONS

The Contract with the successful offeror will contain the following Contract Terms and Conditions. **Offerors intending to require additional or different language must include such language with their proposal. Failure to provide offeror's additional Contract terms may result in rejection of the proposal.**

5.1 Procedures

The extent and character of the services to be performed by the Contractor shall be subject to the general control and approval of the Contract Administrator or his/her authorized representative(s). The Contractor shall not comply with requests and/or orders issued by other than the Contract Administrator or his/her authorized representative(s) acting within their authority for the County. Any change to the Contract must be approved in writing by the Purchasing Agent and the Contractor.

5.2 Contract Period

The Contract shall cover the period from date of Contract award through December 31, 2009. Per Section 2.2-4309 of the Code of Virginia, the County reserves the right to extend this contract in the event that the Library opening is delayed.

5.3 Delays

If delay is foreseen, the Contractor shall give immediate written notice to the Division of Procurement. The Contractor must keep the County advised at all times of the status of the order. Default in promised delivery (without accepted reasons) or failure to meet specifications, authorizes the Division of Procurement to purchase supplies elsewhere and charge full increase in cost and handling to defaulting Contractor.

5.4 Delivery Failures

Time is of the essence. Should the Contractor fail to deliver the proper services or item(s) at the time and place(s) specified, or within a reasonable period of time thereafter as determined by the Purchasing Agent, or should the Contractor fail to make a timely replacement of rejected items when so requested, the County may purchase services or items of comparable quality in the open market to replace the rejected or undelivered services or

items. The Contractor shall reimburse the County for all costs in excess of the Contract price when purchases are made in the open market; or, in the event that there is a balance the County owes to the Contractor from prior transactions, an amount equal to the additional expense incurred by the County as a result of the Contractors nonperformance shall be deducted from the balance as payment.

5.5 Business, Professional, and Occupational License Requirement

All firms or individuals located or doing business in Loudoun County are required to be licensed in accordance with the County's "Business, Professional, and Occupational Licensing (BPOL) Tax" Ordinance during the initial term of the Contract or any renewal period.

Wholesale and retail merchants without a business location in Loudoun County are exempt from this requirement. Questions concerning the BPOL Tax should be directed to the Office of Commissioner of Revenue, telephone (703) 777-0260.

5.6 Payment of Taxes

All Contractors located or owning property in Loudoun County shall assure that all real and personal property taxes are paid.

The County will verify payment of all real and personal property taxes by the Contractor prior to the award of any Contract or Contract renewal.

5.7 Insurance

The Contractor shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the County by the Contractor, his agents, representatives, employees or subcontractors at their own expense. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the Contractor for the duration of the Contract period for occurrence policies. Claims made policies must be in force or that coverage purchased for three (3) years after Contract completion date.

A. General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

Minimum Limits

General Liability:

\$1,000,000	General Aggregate Limit
\$1,000,000	Products & Completed Operations
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Each Occurrence Limit
\$50,000	Fire Damage Limit
\$5,000	Medical Expense Limit

B. Automobile Liability

Coverage sufficient to cover all vehicles owned, used, or hired by the Contractor, his agents, representatives, employees or subcontractors.

Minimum Limits

Automobile Liability:

\$1,000,000 Combined Single Limit

\$1,000,000 Each Occurrence Limit

\$5,000 Medical Expense Limit

C. Workers' Compensation

Limits as required by the Workers' Compensation Act of Virginia. Employers Liability, \$1,000,000.

D. Owners' & Contractors' Protective Liability

Policy will be in name of County. Minimum limits required are \$1,000,000.

E. Coverage Provisions

1. The Contractor shall furnish the County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(s) to bind coverage on its behalf. If executed by a broker, a notarized copy of authorization to bind or certify coverage must be attached.
2. All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, either the insurer shall reduce or eliminate such deductible or self-insured retention or the Contractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.
3. The County of Loudoun, its officers/officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision that the County be added as an additional insured does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
4. The Contractor's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.
5. The Contractor shall provide immediate written notice to the County before any cancellation, suspension, or void of coverage in whole or part, or subsequent to any cancellation, suspension, or void of coverage in whole or part if not so

notified prior to an action taken by the insurer resulting in the immediate cancellation, suspension, or void in whole or part.

6. All coverage for subcontractors of the Contractor shall be subject to all of the requirements stated herein.
7. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers.
8. The insurer shall agree to waive all rights of subrogation against the County, its officers/officials, agents, employees or volunteers for any act, omission or condition of premises for which the parties may be held liable by reason of negligence.
9. All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII, approval must be received from County's Risk Officer.
10. All coverage designated herein shall be as broad as the Insurance Services Office (ISO) forms filed for use with the Commonwealth of Virginia.

5.8 Hold Harmless Clause

The Contractor shall, indemnify, defend, and hold harmless the County from loss from all suits, actions, or claims of any kind brought as a consequence of any negligent act or omission by the Contractor. The Contractor agrees that this clause shall include claims involving infringement of patent or copyright. For purposes of this paragraph, "County" and "Contractor" includes their employees, officials, agents, and representatives. "Contractor" also includes subcontractors and suppliers to the Contractor. The word "defend" means to provide legal counsel for the County or to reimburse the County for its attorneys fees and costs related to the claim. This section shall survive the Contract.

5.9 Safety

All Contractors and subcontractors performing services for the County of Loudoun are required to and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.

5.10 Notice of Required Disability Legislation Compliance

Loudoun County government is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and The Virginians with Disabilities Act of 1990.

Specifically, Loudoun County, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of state and local governments, including those that do not receive federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.

5.11 Ethics in Public Contracting

The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all Contracts solicited or entered into by the County. A copy of these provisions may be obtained from the Purchasing Agent upon request.

The above-stated provisions supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia State and Local Government Conflict of Interests Act (§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia State and Local Government Conflict of Interests Act.

5.12 Employment Discrimination by Contractors Prohibited

Every Contract of over \$10,000 shall include the following provisions:

- A. During the performance of this contract, the Contractor agrees as follows:
 - 1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, shall state that such Contractor is an equal opportunity employer.
 3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.
- B. The Contractor will include the provisions of the foregoing paragraphs, 1, 2, and 3 in every Subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each Subcontractor or vendor.

5.13 Drug-free Workplace

Every Contract over \$10,000 shall include the following provision:

During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

5.14 Faith-Based Organizations

Loudoun County does not discriminate against faith-based organizations.

5.15 Substitutions

NO substitutions or cancellations are permitted after Contract award without written approval by the Division of Procurement. Where specific employees are proposed by the Contractor for the work, those employees shall perform the work as long as those employees work for the Contractor, either as employees or subcontractors, unless the County agrees to a substitution. Requests for substitutions shall be reviewed and may be approved by the County at its sole discretion.

5.16 Condition of Items

All items shall be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated herein. Verbal agreements to the contrary will not be recognized.

5.17 Exemption from Taxes

The Contractor shall not charge the County for Virginia State Sales or Use Taxes or Federal Excise Tax on the finished goods or product provided under the Contract. The County is exempt from Virginia State Sales or Use Taxes and Federal Excise Tax. The Contractor shall be responsible for the payment of any sales, use, or excise tax it incurs in providing the goods required by the Contract, including but not limited to taxes on materials purchased by a Contractor for incorporation in or use on a construction project.

5.18 Invoicing and Payment

Contractor shall submit invoices in accordance to Section 4.5. All such invoices will be paid within forty-five (45) days by the County unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor shall provide complete cooperation during any such investigation.

5.19 Payments to Subcontractors

Within seven (7) days after receipt of amounts paid by the County for work performed by a subcontractor under this Contract, the Contractor shall either:

- A. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under this Contract; or
- B. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment and the reason for non-payment.

The Contractor shall pay interest to the subcontractor on all amounts owed that remain unpaid beyond the seven (7) day period except for amounts withheld as allowed in item B. above.

Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent (1%) per month.

The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements as set forth above with respect to each lower-tier subcontractor.

The Contractor's obligation to pay an interest charge to a subcontractor pursuant to this provision may not be construed to be an obligation of the County.

5.20 Assignment of Contract

The Contract may not be assigned in whole or in part without the written consent of the Purchasing Agent.

5.21 Termination

Subject to the provisions below, the Contract may be terminated by the County upon thirty (30) days advance written notice to the Contractor; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the Contract may be extended upon written approval of the County until said work or services are completed and accepted.

A. Termination for Convenience

The County may terminate this Contract for convenience at any time in which the case the parties shall negotiate reasonable termination costs.

B. Termination for Cause

In the event of Termination for Cause, the thirty (30) days advance notice is waived and the Contractor shall not be entitled to termination costs.

C. Termination Due to Unavailability of Funds in Succeeding Fiscal Years

If funds are not appropriated or otherwise made available to support continuation of the performance of this Contract in a subsequent fiscal year, then the Contract shall be canceled and, to the extent permitted by law, the Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the Contract.

5.22 Contractual Disputes

The Contractor shall give written notice to the Purchasing Agent of intent to file a claim for money or other relief at the time of the occurrence giving rise to the claim or at the beginning of the work upon which the claim is to be based, whichever is earlier.

The claim, with supporting documentation, shall be submitted to the Purchasing Agent by US Mail, courier, or overnight delivery service, no later than sixty (60) days after final payment. The Contractor shall submit its invoice for final payment within thirty (30) days after completion or delivery of the services. If the claim is not disposed of by agreement, the Purchasing Agent shall reduce his/her decision to writing and mail or otherwise forward

a copy thereof to the Contractor within thirty (30) days of the County's receipt of the claim.

The Purchasing Agent's decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the County Administrator, or his designee. The County Administrator shall render a decision within sixty (60) days of receipt of the appeal.

5.23 Severability

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

5.24 Applicable Laws/Forum

This Contract shall be governed in all respects by the laws of the Commonwealth of Virginia. Any judicial action shall be filed in the Commonwealth of Virginia, County of Loudoun.

5.25 Notices

All notices and other communications hereunder shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered to an agent, such as an over night or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:

TO CONTRACTOR:

TBD

TO COUNTY:

County of Loudoun, Virginia
Division of Procurement
1 Harrison St, SE 4th Floor
Leesburg, VA 20175

5.26 Licensure

To the extent required by the Commonwealth of Virginia or the County of Loudoun, the Contractor shall be duly licensed to sell the goods or perform the services required to be delivered pursuant to this Contract.

5.27 Registering of Corporation

The Contractor shall remain registered with the Virginia State Corporation Commission, if applicable, during the term of the Contract or any renewal.

6.0 EVALUATION OF PROPOSALS: SELECTION FACTORS

The criteria set forth below will be used in the receipt of proposals and selection of the successful offeror.

The County Proposal Analysis Group (PAG) will review and evaluate each proposal and selection will be made on the basis of the criteria listed below. The offerors submitting proposals shall include with that proposal statements on the following:

- A. Ability to meet or exceed requirements listed this Request for Proposal specifications, including compatibility with the County's automated system
- B. Contractor Viability and Support including Work Plan and Timetable
- C. Discount from list price
- D. Credentials and related experience, including project team credentials
- E. Cost of services

The PAG will collectively develop a composite rating which indicates the group's collective ranking of the highest rated proposals in a descending order. The PAG may then conduct interviews with only the short-listed firms. Negotiations shall be conducted with offerors so selected. The PAG may request a Best and Final Offer(s) (BAFO) and/or make a recommendation for the Contract award.

7.0 PROPOSAL SUBMISSION FORMAT

Offerors are to make written proposals that present the offeror's qualifications and understanding of the work to be performed. Offerors shall address each of the specific evaluation criteria listed below, in the following order. Failure to include any of the requested information may be cause for the proposal to be considered nonresponsive and rejected.

- A. Provide at least three (3) references for whom your firm has provided similar products and services. References shall include firm name, contact name, phone number, and email address.
- B. Provide a brief history of your firm including location and how long has your firm been providing similar products and services.
- C. Describe in detail how your firm will meet or exceed all requirements as set forth in Sections 4.0.
- D. Describe your firm's resources. Do you have a wide variety of items available? Does your firm have a specialty? What is your backorder rate?
- E. State your firm's compliance with the Contract Terms and Conditions as listed in Section 5.0. Specifically list any deviations.
- F. Describe your firm's ordering process. What methods of ordering does your firm accept? Fax, e-mail, online?

- G. Provide discount catalog with proposal.

8.0 INSTRUCTIONS FOR SUBMITTING PROPOSALS

8.1 Submission of Proposals

Before submitting a proposal, read the ENTIRE solicitation including the Contract Terms and Conditions. Failure to read any part shall not relieve the Contractor of its contractual obligations. Technical and Price proposals must be submitted at the same time in separate sealed containers. Technical information provided shall not include price or cost data. The inclusion of price or cost data in the Technical proposal may be cause for the proposal being rejected. The Price proposal shall be submitted on the Request for Proposal pricing forms if provided. Include other information as requested or required. The proposal container must be completely and properly identified. The face of the container shall indicate the RFP number, time and date of acceptance, the title of the RFP, and whether it is the Technical or Price proposal. Proposals must be received by the Division of Procurement. Proposals may either be mailed or hand delivered to 1 Harrison Street, SE, 4th Floor, MSC #41C Leesburg, Virginia 20175. Faxed and e-mailed proposals will NOT be accepted.

8.2 Questions and Inquiries

Questions and inquiries, both verbal and written, will be accepted from any and all offerors. The Division of Procurement is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other Loudoun County staff regarding the RFP may result in the disqualification of the offeror. Inquiries pertaining to the Request for Proposal must give the RFP number, title, and acceptance date. Material questions will be answered in writing with an Addendum provided however, that all questions are received at least ten (10) days in advance of the proposal acceptance date. It is the responsibility of all offerors to ensure that they have received all addendums. Addendums can be downloaded from www.loudoun.gov/procurement.

8.5 Firm Pricing for County Acceptance

Proposal pricing must be firm for County acceptance for a minimum of one hundred twenty (120) days from proposal receipt date.

8.6 Unit Price

Quote unit price on quantity specified and extend and show total. In case of errors in extension, unit prices shall govern.

8.7 Quotations to be F.O.B. Destination - Freight Prepaid and Allowed

Any goods to be delivered to a County location shall be coordinated with the Contract Administrator prior to delivery. Such goods shall be delivered F.O.B. Destination, freight prepaid, and allowed. COD deliveries shall be

denied. The cost of freight, insurance, and all other delivery related costs shall be included in the cost of performing the work proposed in the price proposal.

8.8 Proprietary Information

Trade secrets or proprietary information submitted by an offeror in connection with this solicitation shall not be subject to disclosure under the Virginia Freedom of Information Act; however, **pursuant to Section 2.2-4342 of the Code of Virginia, the offeror must invoke the protections of this section prior to or upon submission of the data or other materials, and must clearly identify the data or other materials to be protected and state the reasons why protection is necessary. Failure to abide by this procedure may result in disclosure of the offeror's information.** Offerors shall not mark sections of their proposal as proprietary if they are to be part of the award of the contract and are of a "Material" nature.

8.9 Authority to Bind Firm in Contract

Proposals MUST give full firm name and address of offeror. Failure to manually sign proposal may disqualify it. Person signing proposal will show TITLE or AUTHORITY TO BIND THE FIRM IN A CONTRACT. Firm name and authorized signature must appear on proposal in the space provided on the pricing page. Those authorized to sign are as follows:

If a sole proprietorship, the owner may sign.

If a general partnership, any general partner may sign.

If a limited partnership, a general partner must sign.

If a limited liability company, a "member" may sign or "manager" must sign if so specified by the articles or organization.

If a regular corporation, the CEO, President or Vice-President must sign.

Others may be granted authority to sign but the County requires that a corporate document authorizing him/her to sign be submitted with proposal.

8.10 Preparation and Submission of Proposals

- A. All proposals shall be signed in ink by the individual or authorized principals of the firm.
- B. All attachments to the Request for Proposal requiring execution by the firm are to be returned with the proposals.
- C. Technical and price proposals are to be returned and submitted in separate sealed containers. The face of the container shall indicate the RFP number and the title of the proposal.
- D. Proposals must be received by the Division of Procurement.
- E. Each firm shall submit one (1) original and three (3) copies of their proposal to the County's Division of Procurement as indicated on the

cover sheet of this Request for Proposal. The original proposal shall be clearly marked.

8.11 Withdrawal of Proposals

- A. All proposals submitted shall be valid for a minimum period of ninety (90) calendar days following the date established for acceptance.
- B. Proposals may be withdrawn on written request from the offeror at the address shown in the solicitation.
- C. Negligence on the part of the offeror in preparing the proposal confers no right of withdrawal.

8.12 Subcontractors

Offerors shall include a list of all subcontractors with their proposal. Proposals shall also include a statement of the subcontractors' qualifications. The County reserves the right to reject the successful offeror's selection of subcontractors for good cause. If a subcontractor is rejected the offeror may replace that subcontractor with another subcontractor subject to the approval of the County. Any such replacement shall be at no additional expense to the County nor shall it result in an extension of time without the County's approval.

8.13 Rights of County

The County reserves the right to accept or reject all or any part of any proposal, waive informalities, and award the contract to best serve the interest of the County.

8.14 Prohibition as Subcontractors

No offeror who is permitted to withdraw a proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

8.15 Proposed Changes to Scope of Services

If there is any deviation from that prescribed in the Scope of Services, the appropriate line in the scope of services shall be ruled out and the substitution clearly indicated. The County reserves the right to accept or reject any proposed change to the scope.

8.16 Miscellaneous Requirements

- A. The County will not be responsible for any expenses incurred by an offeror in preparing and submitting a proposal. All proposals shall provide a straight-forward, concise delineation of the offeror's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

- B. Offerors who submit a proposal in response to this RFP may be required to make an oral presentation of their proposal. The Division of Procurement will schedule the time and location for this presentation.
- C. Selected contents of the proposal submitted by the successful offeror and this RFP will become part of any contract awarded as a result of the Scope of Services contained herein. The successful offeror will be expected to sign a contract with the County.
- D. The County reserves the right to reject any and all proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the County. Offerors whose proposals are not accepted will be notified in writing.

8.17 Notice of Award

A Notice of Award will be posted on the County's web site (www.loudoun.gov) and on the bulletin board located in the Division of Procurement, 4th floor, 1 Harrison St, SE, Leesburg, Virginia 20175.

8.18 Protest

Offerors may refer to Sections 2.2-4357 through 2.2-4364 of the Code of Virginia to determine their remedies concerning this competitive process.

8.19 Debarment

By submitting a proposal, the offeror is certifying that offeror is not currently debarred by the County, or in a procurement involving federal funds, by the Federal Government. A copy of the County's debarment procedure in accordance with Section 2.2-4321 of the Code of Virginia is available upon request.

8.20 Registering of Corporation

Any corporation, LLC, or LLP transacting business in Virginia shall secure a certificate of authority, as required by Section 13.1-757 of the Code of Virginia, from the State Corporation Commission (SCC), PO Box 1197, Richmond, VA. The SCC may be reached at (804) 371-9733 or at <http://www.scc.virginia.gov/division/clk/diracc.html>. Certain isolated transactions or sales conducted through independent contractors do not require registration. Offerors should consult the Code of Virginia Section 13.1-757 for more information.

8.21 Cooperative Procurement

As authorized in Section 2.2-4304 of the Code of Virginia, this procurement is being conducted on behalf of and may be used by public bodies, agencies, institutions and localities of the several states, territories of the United States, and the District of Columbia with the consent of the contractor.

8.22 W-9 Form Required

Each offeror shall submit a completed W-9 form with their proposal in the event of contract award. This information is required in order to issue purchase orders and payments to your firm. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.



Loudoun County, Virginia

Division of Procurement
One Harrison Street, 4th Floor
P.O. Box 7000
Leesburg, Virginia 20177-7000

9.0 RUST LIBRARY OPENING DAY COLLECTION PROPOSAL SUBMISSION FORMS

THE FIRM OF: _____

Address: _____

FEIN _____

Hereby agrees to provide the requested services as defined in Request for Proposal No. QQ-01359 for the price as stated in the price proposal.

The following shall be returned with your proposal. Failure to do so may be cause for rejection of proposal as non-responsive. It is the responsibility of the Offeror to ensure that he has received all addenda.

ITEM:

INCLUDED: (X)

1. References
2. Addenda, if any.
3. One (1) original and ____ (X) copies
4. Proposal Response Information (7.0)
5. Delivery within ____ ARO
6. Payment Terms ____ NET 30 ____ OTHER

I. DISCOUNT FROM LIST PRICE

DISCOUNT %

- a. Adult trade hardcover books
- b. Juvenile trade hardcover books
- c. Reinforced library bindings
- d. Adult trade paperback books
- e. Adult mass market paperback books
- f. Juvenile paperback books
- g. University Press books
- h. Small Press
- i. Compact Discs
- j. DVD
- k. Audio Books on CD

I. Other Media _____

II. COST OF SERVICES

A. PROCESSING OF LIBRARY MATERIALS

a. Books	\$ _____
b. Paperback books	\$ _____
c. Compact Discs	\$ _____
d. DVD	\$ _____
e. Audio Books on CD	\$ _____

B. CATALOGING OF LIBRARY MATERIALS

a. Books, per bibliographic record	\$ _____
b. Books, per item	\$ _____
c. Compact Discs, per bibliographic record	\$ _____
d. Compact Discs, per item	\$ _____
e. DVD, per bibliographic record	\$ _____
f. DVD, per item	\$ _____
g. Audio Books, per bibliographic record	\$ _____
h. Audio Books, per item	\$ _____

C. SHELVING COSTS \$ _____

Person to contact regarding this proposal: _____

Title: _____ Phone: _____ Fax: _____

E-mail _____

Name of person authorized to bind the Firm (8.9): _____

Signature: _____ Date: _____

HOW DID YOU HEAR ABOUT THIS REQUEST FOR PROPOSAL?

QQ-01359

Please take the time to mark the appropriate line and return with your proposal.

<input type="checkbox"/> Associated Builders & contractors	<input type="checkbox"/> Loudoun Times Mirror
<input type="checkbox"/> Bid Net	<input type="checkbox"/> Our Web Site
<input type="checkbox"/> Builder's Exchange of Virginia	<input type="checkbox"/> NIGP
	<input type="checkbox"/> The Plan Room
<input type="checkbox"/> Email notification from Loudoun County	<input type="checkbox"/> Reed Construction Data
<input type="checkbox"/> Dodge Reports	
<input type="checkbox"/>	<input type="checkbox"/> Tempos Del Mundo
<input type="checkbox"/> India This Week	<input type="checkbox"/> Valley Construction News
<input type="checkbox"/> LS Caldwell & Associates	<input type="checkbox"/> Virginia Business Opportunities
<input type="checkbox"/> Loudoun Co Small Business Development Center	<input type="checkbox"/> VA Dept. of Minority Business Enterprises
<input type="checkbox"/> Loudoun Co Chamber of Commerce	<input type="checkbox"/> RAPID

☐ Other _____

SERVICE RESPONSE CARD

QQ-01359

Date of Service: _____

How did we do?

Please let us know how we did in serving you. We'd like to know if we are serving you at an acceptable level.

How would you rate the way your request for this document was handled?

Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor ☐

Did you have contact with Procurement staff? ☐

How would you rate the manner in which you were treated by the Procurement staff?

Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor ☐

How would you rate the overall response to your request?

Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor ☐

COMMENTS: _____

Thank you for your response!

We can better assess our service to *you* through feed back from *you*.

Your Name: _____

Address: _____

Phone: _____ (day) _____ evening

**Please return completed form to: Patty Cogle • Procurement •
PO Box 7000 • Leesburg, VA 20177**

RIDER CLAUSE
Use of Contract by Members of the
Northern Virginia Cooperative Purchasing Council and
the Metropolitan Washington Council of Governments

RFP Rust Library Opening Day Collection

QQ- 01359

This clause is intended to allow a successful vendor to offer the goods and services of the bid to other member jurisdictions of the Northern Virginia Cooperative Purchasing Council and the Metropolitan Washington Council of Governments. If a mark is made in the **YES** column next to a member name, the pricing, terms and conditions of the final contract are offered to the appropriate member. The successful vendor may directly notify any member jurisdiction of the availability of the contract.

Offering to sell goods and services as a result of this solicitation to other member jurisdictions is voluntary on the bidder's part. A member jurisdiction's participation in the contract is voluntary, also. Any jurisdiction obligated to participate in the contract is indicated in the body of the solicitation and contract.

Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, may withdraw its extension of the award to that jurisdiction. The member jurisdiction(s) which awards the contract as a result of this solicitation is responsible for the award, etc. of its portion of the contract only. The issuing jurisdiction shall not be held liable

Each member jurisdiction which purchases as a result of this offer will be responsible for placing orders directly with the successful vendor, arranging all deliveries, reconciling discrepancies and invoices, and issuing payments.

Failure to offer the terms and conditions of the contract to any member will neither disqualify a bidder nor adversely affect the award of the contract.

BIDDER'S AUTHORIZATION FOR PARTICIPATION:

YES	JURISDICTION	YES	JURISDICTION
	City of Alexandria, VA		Loudoun County Sanitation Authority
	Alexandria Public Schools		City of Manassas, VA
	Alexandria Sanitation Authority		City of Manassas Park, VA
	Arlington County, VA		City of Manassas Public Schools
	Arlington Public Schools		Maryland - National Capital Park & Planning
	Charles County Public Schools		Commission
	City of Bowie, MD		Metropolitan Washington Airports Authority
	City of College Park, MD		Metropolitan Washington Council of Governments
	Culpeper County, Virginia		Winchester, VA
	District of Columbia		Montgomery College
	District of Columbia Courts		Montgomery County, MD
	District of Columbia Schools		Montgomery County Public Schools
	District of Columbia Water & Sewer Auth		Northern Virginia Community College
	City of Fairfax, VA		Northern Virginia Planning District Commission
	Fairfax County, VA		Prince George's County, MD
	Fairfax County Public Schools		Prince George's County Public Schools
	Fairfax County Water Authority		Prince William County, VA
	City of Falls Church, VA		Prince William County Public Schools
	Fauquier County, VA		Prince William County Service Authority
	Fauquier County Schools		Town of Purcellville, VA
	City of Frederick, MD		City of Rockville, MD
	Frederick County, MD		Spotsylvania County Schools
	Frederick County Public Schools		Stafford County, VA
	City of Gaithersburg, MD		Stafford County Public Schools
	George Mason University		City of Takoma Park, MD
	City of Greenbelt, MD		Upper Occoquan Sewage Authority
	Town of Herndon, VA		Town of Vienna, VA
	Town of Leesburg, VA		Washington Metropolitan Area Transit Authority
	Loudoun County Public Schools		Washington Suburban Sanitary Commission
			Winchester Public Schools

BIDDER SIGNATURE _____

DATE _____

Please sign and return form with your proposal.

Revised 6/2006

APPENDIX A

Loudoun County Public Library Rust Library Opening Day Collection Item Totals Detail

I. Audio Visual/Media Collection

Format	Approximate Number of Items Requested
Adult DVD	4,500
Juvenile DVD	3,500
Adult Music on CD	2,500
Juvenile Music on CD	450
Adult Audio Book (includes Playaways)	2,500
Juvenile Audio Book (includes Playaways)	400
Kits	50
Total items	13,900

II. Print Collection--Adult

Format	Approximate Number of Items Requested
Fiction	9,000
Nonfiction	10,000
Large Print	500
ESL	500
Spanish	800
Reference	500
Total items	21,300

III. Print Collection—Juvenile

Format	Approximate Number of Items Requested
Board Books	3,000
Easy Readers	3,500
Picture Books	9,000
J Fiction	4,000
J Nonfiction	6,000
J Series	3,500
Spanish	300
Reference	200
Total items	29,500

IV. Teen Zone Collection--all formats

Format	Approximate Number of Items Requested
YA Fiction	2,500
YA Nonfiction	2,500
YA Books on CD including Playaways	200
Games	100
Total Items	5,300

Grand Total Items

70,000

APPENDIX B

Loudoun County Public Library

**Cataloging Procedures Manual
(Outsourced Cataloging and Processing)**

Opening Day Collection -Rust Library

Loudoun County Public Library Cataloging Procedures for Outsourced Materials

Loudoun County Public Library (LCPL) follows Library of Congress and MARC 21 standard cataloging practices. The following describe the exact procedures starting with general applications and moving to more specific instructions.

General Cataloging Practices:

Assigning the call number	
The local call number	<ul style="list-style-type: none">• LCPL uses the Dewey Decimal Classification system.• The recommended Dewey call number is in the 082 tag in the MARC record• Input call number information into the 092 tag.• If the 082 tag is missing from the incoming MARC record, and the CIP information from the title page is non-existent, use the call number assigned to that subject in the DDC.• Consistency in the assignment of call numbers will be applied to identical series, titles, and authors throughout the collection.
The assignment of the Cutter	<ul style="list-style-type: none">• The second step of classifying materials is assigning the Cutter.• Cutters are created from the first three letters of the main entry.• Main entry is usually the author's last name located in the (authority controlled) 100 tag.• If the main entry is the title, the Cutter will be created from the first three letters of the title in the 245 tag.• Ignore articles "The", "A", and "An" when assigning a title main entry.• Titles that begin with numbers will be transcribed into letters.

MARC tag descriptions as they apply to LCPL	
MARC tag	Description
007	<ul style="list-style-type: none"> • DVD, Type = v, MDes = d • Book on CD, Type = s, MDes = d • Music on CD, Type = s, MDes = d
020 (ISBN)	<ul style="list-style-type: none"> • The International Standard Book Number is a unique publisher number assigned to books, CDs, DVDs, videos, audiocassettes, and electronic resources. • Not all materials will have an ISBN number (it is not a required tag for a MARC record). • Add bound paperback ISBNs to the matching bib record (paperback) with a note in parentheses. • Delete unnecessary ISBNs. They may cause overlaying record problems.
029	<ul style="list-style-type: none"> • Delete
037	<ul style="list-style-type: none"> • Delete
082	<ul style="list-style-type: none"> • Delete after using for call number selection
092	<ul style="list-style-type: none"> • Local call number tag
100	<ul style="list-style-type: none"> • Main entry author. Authority controlled tag.
245, 246	<ul style="list-style-type: none"> • Main title (245) and other titles (246). • Check that the title and subtitle is accurately transcribed from the title page. • Make necessary corrections including the indicators to this tag. • Add 246 tags for variant title information.
300	<ul style="list-style-type: none"> • Physical description of an item. • Add pertinent subfields for further description.
500	<ul style="list-style-type: none"> • Used for general notes. • For example, additional 500 tags may be necessary to add further description of an item. Some children's materials have accompanying cds and a 500 field is required to describe them. <p>Example: 500 Includes compact disc (CD) with book. Includes DVD with book.</p>

505	<ul style="list-style-type: none"> Contents notes contain separate titles within the work (e.g. music, plays, etc.) and must be included in the bib record if applicable. Contents notes may be encoded at one of two levels: basic or enhanced.
521	<ul style="list-style-type: none"> 521 contains target audience information for the described material. This tag is necessary when describing the contents for a specific audience or intellectual level (e.g., elementary school students). Use this tag to record interest and motivation levels and special learner characteristics. This tag is always assigned for children's literature and should be added.
600	<ul style="list-style-type: none"> Personal name subject heading. Family name subject heading.
650 (Subject heading) 651 (Geographic subject heading)	<ul style="list-style-type: none"> Provide LCSH when missing from bib record. Assignment of missing subject headings will follow Library of Congress format and standards. All foreign language (except Spanish), Sears, National Library of Canada, National Library of Medicine and NIH subject headings will be deleted from the bibliographic record.
653	<ul style="list-style-type: none"> Delete if in MARC record
655	<ul style="list-style-type: none"> LCPL adds special labels for some genre fiction. Accepted LCPL genre subject headings are: Romance Fantasy Mystery Science Fiction Western Graphic Novel Some titles can be categorized into several genre headings. Use the genre (for labels) that is listed first in the bib record. Use the information from the cover if necessary. If genre tag is missing, a LCPL designated genre subject heading will be added. "Romantic suspense" is never categorized as "romance" or "love stories".

	<ul style="list-style-type: none"> • “Suspense” or “Horror fiction” is never categorized as “mystery”. • Genre tag “Bildungsroman” is deleted from all bib records.
856	<ul style="list-style-type: none"> • Remove this tag from all books, books on cd, DVD or music cds. • Keep in electronic records.

Add MARC tags and subfields whenever necessary.

Authority Records

Authority records are used to maintain standardized cataloging headings for the database. They are created by the Library of Congress and supplied to MARC as part of the MARC record. They are essential to standardized cataloging practices. Bibliographic information is gleaned from these tags and used in MARC records. Authority controlled tags are the following:

- Authors
- Corporate authors
- Author/title
- Series
- Subject headings

Changes to the authority tags are determined by the cataloger through use of the LCSH updates and researching the MARC database.

Cataloger will search for authorities in LCPL’s database and will make any necessary changes to LCPL’s bibliographic record for consistency.

Cataloging the collection – Specific practices for each format

Books

Fiction

Category	Description and Action
Adult Fiction	<ul style="list-style-type: none"> • FICTION is used as the call number. • Replaces the Dewey (813.'54 or 813.'6). • Delete 082 Dewey number and 050 LC call number. • Enter FICTION in the 092 tag • Most fiction is Cuttered by the main entry (usually author's last name). • Fantasy, mystery, western, science fiction, espionage, gothic and romantic suspense are cataloged as FICTION. • Foreign language fiction is cataloged as fiction except Spanish fiction. • Example: 092 FICTION \$b STE (for fiction written by Danielle Steel). • Insert subheading #v Fiction in the 650 tag if needed.
	<p>Large print Fiction</p> <ul style="list-style-type: none"> • Precede FICTION with LP. • Check for large print information in four MARC tags: • "LP" in the 092 tag • Add gmd"\$h [large print]" in the title (245 tag) • "(large print)" after the page numbers in the 300 tag • "Large type books" in the 650 subject heading • Example: LP FICTION \$b STE • 245 10 Ghost \$h [large print] /\$c Danielle Steel • 300 500 p. (large print) • 650 0 Large type books

	Short stories <ul style="list-style-type: none"> • A collection of short stories by the same author is classified as FICTION. • Example: FICTION \$b STE • A collection of short stories by 2 authors is classified under the first author's last name • Example: Danielle Steel and Nora Roberts • Added author entry for the second author. • Example: FICTION \$b STE • A collection of short stories written by many authors is cataloged in 808.83xxx and Cuttered by title main entry. • A collection of short stories written by many authors in trade paperback form is cataloged as FICTION and Cuttered by title main entry.
	Spanish language fiction <ul style="list-style-type: none"> • Spanish fiction is cataloged in the Spanish collection with SP added before the call number. See "Spanish/Bilingual Materials" table.

<u>Juvenile fiction</u>	Description
	<p>Juvenile fiction is cataloged according to certain age levels</p> <ul style="list-style-type: none"> • Intended audience ages 0 – 12. • Call numbers for Juvenile fiction are: J, E, or ER depending on age level • E – Ages 0-6 (picture books) plus the Cutter • ER – Ages 5-7 (Easy Reader) plus the Cutter • J – Ages 8-12 (chapter books) plus the Cutter

Cataloging action steps

Check:

- Age level.
- Ages of main character; illustrations in books; print size.
- Fixed field in MARC record "audience":
 - "a" -- preschool (3-5)
 - "b" -- primary grades (ages 5-7)
 - "j" -- either all juvenile audiences or ages 8-12.
- MARC record includes LC call number PZ for all juvenile fiction materials.
- **E** is for the younger audience up to age 6. These are usually colorful picture books that are read to younger children.
- **ER** is for "easy reader." These are for the beginning, or emerging, reader ages 5-7 and can be read alone by the child. These books have controlled vocabulary listed in the back of the book.
- **J** is for chapter books and advanced age level materials (ages 7-12).
- Call number example: **J \$b STE**
 - **E \$b STE**
 - **ER \$b STE**
- Subject headings:

LC uses the 650 field with the subheading "juvenile fiction" or uses 1 in the second indicator that designates children's materials.
- Cataloger will provide juvenile subject headings when necessary.
- Previous editions in database. Review previous cataloging decisions.
- If book contains a compact disc, add 520 summary tag with statement: "Includes compact disc (cd) with book".
- Also add a series 440 tag "Book & CD"

**Juvenile
series**

- Series entries: check bib record for entry, check LCPL's database, check book (CIP, cover) for descriptions. If series note is needed, add to the bib record.
- Some of the more popular series are Cuttered by series title and not by the main entry. This includes:
- Backyardigans (J BAC)
- Barbie books (J BAR)
- Blue's Clues (BLU—E BLU, ER BLU, J BLU)
- Bob the Builder (E or ER BOB)
- Caillou (E or ER CAI)
- Care bears (E or ER or J CAR)
- Dora the Explorer (E or ER DOR)
- Go Diego Go (E or ER GO)
- Hannah Montana (J HAN)
- Scooby-Doo (E or ER or J SCO)
- Sponge Bob Squarepants (E or ER or J SPO)
- Strawberry Shortcake (E or ER or J STR)
- That's So Raven! (J THA)
- Thomas & Friends (E or ER AWD)

Series entries listing: LCPL retains a select series list. All series from that list are shelved together in the branches and are assigned specific series coding. This list is found in the appendices section at the end of the document.

- This includes juvenile fiction and non-fiction.
- They are coded as JFSER for juvenile fiction or JNFSER for juvenile non-fiction.
- Volume numbers are added for fiction:
- Example: 440 0 Magic Tree House series ; \$v #1
440 0 Hardy Boys mysteries ; \$v #1

<u>Young Adult fiction</u>	Description <ul style="list-style-type: none"> • Intended audience (ages 13-16 or 17). • Age of main character (teenaged) • The call number is YA plus the Cutter. • YA series are Cuttered by series title. Cataloging action steps Check: <ul style="list-style-type: none"> • Age level 13-16 or 17. • Age of main character (teenage years).
<u>Young Adult fiction - continued</u>	<ul style="list-style-type: none"> • MARC record fixed field "audience": "c" for older elementary and junior high grades; "d" for senior high interest. • Information from book cover or spine. • Subject headings. • Cataloger will provide subject headings as needed. • Previous editions from current database—review previous cataloging decisions. Example: YA \$b STE
Spanish fiction (Juvenile)	<p>Juvenile fiction written in Spanish is cataloged in the Spanish collection as SP before the call number</p> <ul style="list-style-type: none"> • Example : SP J POT • SP E POT • SP ER POT See "Spanish/Bilingual Materials" table.
Genre fiction Adult, juvenile and young adult collections	Description and Action <ul style="list-style-type: none"> • Genre fiction is cataloged according to our cataloging specifications for adults, juvenile and young adult fiction. • LCPL distinguishes the following genres: Mystery, Science Fiction, Westerns, Romance, Fantasy and Graphic Novels • Genre information is usually found in the MARC record in either the 650 (subject heading) field or the 655 (genre) field. • If there isn't a pertinent genre heading in the MARC record, look for the genre information on the cover.

	<ul style="list-style-type: none"> • Genre labels are for fiction only.
Genre subject headings used	<p>Description and MARC tags used</p> <ul style="list-style-type: none"> • Mysteries, may have as many as three different headings <ul style="list-style-type: none"> • 650 0 Detective and mystery stories • 655 7 Detective and mystery stories \$2 gsafd • 650 0 Mystery and detective stories • 655 7 Mystery and detective stories \$2 gsafd • 650 0 Mystery fiction • 655 7 Mystery fiction \$2 gsafd • Science Fiction <ul style="list-style-type: none"> • 650 0 Science fiction • 655 7 Science fiction \$2 gsafd
Genre subject headings used-continued	<ul style="list-style-type: none"> • Westerns <ul style="list-style-type: none"> • 650 0 Western stories. • 655 7 Western stories \$2 gsafd • Fantasy, may have up to three different headings (prefer 650 0 Fantasy Fiction) <ul style="list-style-type: none"> • 650 0 Fantastic Fiction. • 655 7 Fantastic Fiction \$2 gsafd • 650 0 Fantasy • 655 7 Fantasy \$2 gsafd • 650 0 Fantasy fiction. • 655 7 Fantasy fiction \$2 gsafd • Romance <ul style="list-style-type: none"> • 650 0 Love stories. • 655 7 Love stories. \$2 gsafd. • 650 0 Romance. • Graphic novels <ul style="list-style-type: none"> • 650 0 Graphic novels <p>All genre items have genre labels placed beneath the spine label and protected by a plastic label protector.</p>

Graphic novels	<ul style="list-style-type: none"> • LCPL catalogs young adult and juvenile graphic novels as fiction instead of the 741.5 Dewey number. • If the title is part of a series, Cutter will be the first three letters of the series title. • If part of a series and series entry is not in the MARC record, check series in database and add correct series entry. • If the title is not part of a series, Cutter will be the first three letters of the main entry (author). • Example: Dragon Ball-Z YP \$b DRA • Dragon Ball YP \$b DRA • Sailor Moon super J \$b SAI • Age range: if publication states that the material is for an older teenager; add 521 tag for older teenager—Rated “OT” for older teen; ages 16 and up. • The subject heading “Graphic novels” is added to the bibliographic record and a graphic novel sticker is added to the spine.
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NON-FICTION

Category	Description and Action
Adult Nonfiction	<ul style="list-style-type: none"> • Enter the Dewey number in tag 092, subfield “a”. • Do not exceed 2 primes. Limit is 6 digits. • Followed by the Cutter (the main entry) in subfield “b” of tag 092 • Example: • Dewey – 599.744’43 \$b STE • LCPL—599.74443 \$b STE • Check subject headings. • Foreign language materials will be classified under the Dewey call number for that particular subject.
Large print nonfiction	<ul style="list-style-type: none"> • Enter the Dewey number preceded by LP. • Example: LP 599.74443 \$b STE

	<ul style="list-style-type: none"> • Use the gmd [large print] subfield "h" in the 245 field. • Example: 245 14 The world of pandas \$h [large print]
Juvenile nonfiction	<ul style="list-style-type: none"> • Enter the Dewey number preceded by J, E, or ER, as appropriate for age level (see above). • Review item's content • Example: J 599.74443 \$b STE • E 599.74443 \$b STE • ER 599.74443 \$b STE • Check subject headings • Series: add current series entry as needed. Consult list of select series for correct collection coding. • Use "Juvenile literature" in subfield "v" in the 650 tags. • Delete foreign language subject headings except Spanish.
Young Adult Nonfiction	<p>Cataloging for Young Adult audience</p> <p>Description</p> <ul style="list-style-type: none"> • Intended audience (ages 13-16 or 17). • Materials are cataloged according to the age appropriateness of the subject • The call number is YA plus the Dewey Decimal number plus the Cutter. • Age of main character (teenage years). • MARC record fixed field "audience": "c" for older elementary and junior high grades; "d" for senior high interest. • Information from book cover or spine. • Subject headings.

	<ul style="list-style-type: none"> • Cataloger will provide subject headings as needed. • Previous editions from current database—review previous cataloging decisions. <p>Example: YA 616 \$b STE</p> <p>Action:</p> <ul style="list-style-type: none"> • Enter the Dewey number in the 092 tag subfield “a”. • Do not exceed 2 primes. Limit is 6 digits. • Followed by the Cutter (the main entry) in subfield “b” of the 092 tag. • Considerations: subject matter and age recommendations are key • Specific series written for teenage audience (see descriptions) • No YA reference collection.
Reference	<ul style="list-style-type: none"> • Review content. • Check database for series entries and subjects. • Enter the Dewey number preceded by REF or J REF. • Examples : REF 031 WOR J REF 031 WOR
Biographies	<ul style="list-style-type: none"> • LCPL uses 921 for individual biographies • Use name of the biographee as the Cutter. • Biographee’s name is capitalized. • Juvenile or Easy or Easy Reader biographies follow the same cataloging rules as previously described. • Example: 921 \$b TRUMAN HARRY J 921 \$b TRUMAN HARRY E 921 \$b TRUMAN HARRY ER 921 \$b TRUMAN HARRY

Collective biographies	<ul style="list-style-type: none"> • A collection of general biographies is classified as 920. • Example: REF 920 \$b CEL (<u>The Celebrity Who's Who</u>) • A collection of subject biographies should be classified by subject area or by specific continent, country or locality. • Example: 796.082 \$b FAM (<u>Famous Women in Sports</u>) • A biography of 2 people will be cataloged under the subject heading. However, if the biography discusses one of the subjects more thoroughly, catalog this item under that person's name.
Family biographies	<ul style="list-style-type: none"> • For the genealogy of a particular family, use the 929.2 call number. • Cutter by the family surname. Example: 929.2 \$b ADAMS • For biographies of family members, catalog as collective biography.
Crime court trials	<ul style="list-style-type: none"> • Classified in the Dewey area 364.1xxx. • Books about murder and famous murders are classified in 364.1523 and not in the biography section.
Collection of short stories	<ul style="list-style-type: none"> • A collection of short stories by more than 2 authors should be classed in Dewey 808.83 XXX (e.g. Danielle Steel, Nora Roberts, et. al.) unless it's a trade paperback. • All new paperbacks with collections of short stories are cataloged as FICTION and Cuttered by the title main entry. • All contributing authors are added as author entries. • Example: 808.83 \$b STE
Artists and musicians	<ul style="list-style-type: none"> • The artist's work is classified in the 700s as appropriate for the geographic origin of the artist. • Includes biographical works on the artist that contain works by the artist. • The books are Cuttered for the name of the artist. • Example: 759.6 \$b PICASSO

	<ul style="list-style-type: none"> • Musicians are classified as 921. • Example: 921 BACH JOHANN SEBASTIAN
Criticism or collections	<p>Writers</p> <ul style="list-style-type: none"> • Criticisms are classified in the 800s. • Cuttered by the writer's surname. <p>Example: 813.54 \$b HEMINGWAY</p>
Shakespeare plays	<ul style="list-style-type: none"> • Individual plays are classified as 822.33. • Cuttered using the name of the play. • Example: 822.33 \$b MID • <u>(A Midsummer night's dream)</u> • Criticisms of individual plays are classified 822.33 and Cuttered using the name of the play. • Example 822.33 \$b HAM • <u>(What happens in Hamlet)</u>
Vocations	<ul style="list-style-type: none"> • Materials whose subject matter is choosing a vocation or descriptions of vocations should be cataloged in 331.702 and not under the profession or occupation
Contemporary and classical folklore and fairy tales	<ul style="list-style-type: none"> • Classified in 398.2xxx for adult • J or E or ER 398.2xxx for juvenile readers. • Example: J 398.2 \$b GRI • E 398.2 \$b GRI • ER 398.2 \$b GRI
Hotel, tavern, inns or bed & breakfast guidebooks	<ul style="list-style-type: none"> • Classified in the 914-919 area, according to the geographical area, • Do not classify in 647.94 unless is an official hotel guide not specific to a geographic region. • Example: 917.404 \$b CHE • <u>(Bed & Breakfast in New England</u> by B. Chesler)
Bibliographies	<ul style="list-style-type: none"> • Classified in the subject area and not in 016

Spanish language and Spanish/bilingual materials

LCPL maintains fiction and non-fiction Spanish language materials collections for adults, young adults and children. The prefix **SP** precedes all other call numbers prefixes. The subject "Spanish language materials" will always be added to the MARC record.

Fiction (adult)	<ul style="list-style-type: none"> • Examples: • SP FICTION \$b SMI • SP LP FICTION \$b SMI • SP DVD FICTION \$b SMI • Bilingual materials are cataloged as Spanish materials with a subject heading of Spanish language materials \$x Bilingual • Add a 650 tag "Spanish language materials" subject heading
Fiction (young adult and juvenile)	<ul style="list-style-type: none"> • Proceed as directed for adult fiction. Add the SP prefix before the call number. • Examples.: • SP E \$b SMI • SP ER \$b SMI • SP J \$b SMI • SP YA \$b SMI • Spanish DVDs and books on cd are cataloged as described above in Adult Fiction. • Add a 650 tag for Spanish language materials subject heading: • 650 0 Spanish language materials \$v Juvenile fiction
Non-fiction (adult)	<ul style="list-style-type: none"> • Proceed as directed for adult fiction. Add the SP prefix before the call number. • Subject headings are added as described above.
Non-fiction (juvenile and young adult)	<ul style="list-style-type: none"> • Proceed as directed for juvenile Spanish fiction. Add the SP prefix before the call number. • SP before J, E, ER or YA and the non-fiction call number such as: SP J 616.63 \$b SMI SP E 616.63 \$b SMI SP ER 616.63 \$b SMI SP YA 616.63 \$b SMI • Apply to other formats

COMPACT DISCS (music, poetry, and fiction)

- In addition to the cataloging rules, which apply to all materials, there are a few special rules to apply when cataloging compact discs.
- LPCL distinguishes between a performance on cd (DISC) and a spoken recording (CD) such as a book on compact disc.
- The following apply to the **adult, young adult and juvenile collections**.

Compact discs Adult and juvenile - - music	Music (performances) Call number <ul style="list-style-type: none"> • The call number for music and other forms of performance (such as radio) will be entered in the 092 tag, subfield "a", with the prefix DISC • Example: DISC 781.66 \$b U2 DISC 791.44 \$b DIC • DISC J 782.42 \$b BAR • DISC E 782.42 \$b SEE • Most vocal and instrumental (rock, jazz, blues, country, folk, etc.) music is classified as DISC 781.6xx for adults. • Example: Rock music is classified as DISC 781.66 • Juvenile recordings use the 782 call number for vocal performances. • The first three letters of the main entry (composers, singers, performers, orchestras, etc.) are used as the Cutter (tag subfield "b"). • For title main entry, use the first three letters of the title (ignoring any initial articles). • Film music (from a motion picture) is classified as DISC 781.542. • TV music (from TV programs) is classified as DISC 781.546. • Radio music collection is classified as DISC 781.544. • Music depicting non-musical concepts is classified as DISC 781.56.
Compact disc books Adult -- Fiction	<ul style="list-style-type: none"> • Fiction • Adult Fiction on compact disc is cataloged as: • CD FICTION XXX

	<ul style="list-style-type: none"> • The gmd subfield \$h (MARC 245 tag) is changed from [sound recording] to [compact disc]. • Two subject headings are added: • 650 0 Compact discs \$v Fiction • 650 0 Compact disc books. • Example: CD FICTION \$b STE • 245 Ghost #h[compact disc] /\$c Danielle Steel. • 650 Compact disc books. • 650 Compact discs \$v Fiction. • Check for genre headings.
Compact disc books Juvenile fiction	<ul style="list-style-type: none"> • Juvenile fiction on compact discs is cataloged as: • CD J XXX • CD E XXX • CD ER XXX • The gmd subfield \$h (MARC 245 tag) is changed from [sound recording] to [compact disc]. • Two subject headings are added: • 650 0 Compact discs \$v Juvenile Fiction. • 650 0 Compact disc books. • Check genre headings. <p>A book containing a compact disc gets an added entry statement in the summary tag (520).</p>

Compact disc books Young adult fiction	<ul style="list-style-type: none"> • Young adult fiction on compact disc is cataloged as: • CD YA XXX. • The gmd subfield \$h (MARC 245 tag) is changed from [sound recording] to [compact disc]. • Two subject headings are added: • 650 0 Compact discs \$v Young adult fiction. • 650 0 Compact disc books.
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Compact disc books Adult Nonfiction	<ul style="list-style-type: none"> • Nonfiction on compact disc is cataloged as: • CD 599.74443 XXX. • The gmd subfield \$h (MARC 245 tag) is changed from [sound recording] to [compact disc]. • Two subject headings are added: • 650 0 Compact disc books. • 650 0 Compact discs \$v Non-fiction. • Example: CD 599.74443 \$b WIL • 245 10 Pandas \$h[compact disc]
Compact disc books Juvenile nonfiction	<ul style="list-style-type: none"> • Juvenile nonfiction on compact disc is cataloged as: • CD J 599.74443 XXX. • CD E 599.74443 XXX • CD ER 599.74443 XXX • The gmd subfield \$h (MARC 245 tag) is changed from [sound recording] to [compact disc]. • Two subject headings are added: • 650 0 Compact disc books. • 650 0 Compact discs \$v Non-fiction. • Example: CD 599.74443 \$b WIL • 245 10 Pandas \$h[compact disc]
Compact disc books Young Adult nonfiction	<ul style="list-style-type: none"> • Young adult nonfiction on compact disc is cataloged as: • CD YA 332.0241 SIL • The gmd subfield \$h (MARC 245 tag) is changed from [sound recording] to [compact disc]. • Two subject headings are added: • 650 0 Compact disc books. • 650 0 Compact discs \$v Non-fiction. • Example: CD YA 332.0241 \$b SIL • 245 10 High school money book \$h[compact disc] /\$c Don Silver.

DVDs

In addition to the cataloging rules which apply to all materials, there are a few special rules when cataloging DVDs.

DVDs (Adult)	<ul style="list-style-type: none"> • The call number is DVD • DVDs are Cuttered using the first 3 letters of the main entry. <p>Examples:</p> <ul style="list-style-type: none"> • DVD FICTION STE • DVD 599.74443 \$b STE • Change the gmd subfield "h" from [videorecording] to [dvd]. • A DVD will be assigned the same call number as the book, CD or • cassette that already has an assigned call number. • All widescreen and full-screen formats for DVDs are cataloged on the same bibliographic record. A descriptive note, 500, is added with statement "Widescreen and full-screen format are available on this record" • Add subject heading 650 0 DVDs. • Delete uniform title entry (tag 130) • Change tag 240 to tag 246, 1st indicator is 3 • Delete subfield "t" from author/title 700 tag if title is linked to author. Leave author information intact • The following exceptions are: • Statement of responsibility: Disregard statement of responsibility and Cutter on the title proper. • Example: 245 10 David Lean's Lawrence of Arabia • DVD FICTION \$b LAW • Series: Use the first 3 letters of the series title for its Cutter • Example: 245 10 Star Trek • DVD 791.457 \$b STA • This applies to all age-level materials and to all subject areas (fiction or non-fiction). <p>Feature films are classified as FICTION.</p> <p>Biographies</p>
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	<ul style="list-style-type: none"> DVDs follow the same cataloging rules as print biographies. Example: DVD 921 \$b TRUMAN HARRY <p>Musical concerts/performances</p> <ul style="list-style-type: none"> Classified under 781.6xx. Example: The Beatles celebration DVD 781.66 \$b BEA <p>Television programs</p> <ul style="list-style-type: none"> Most programs are classified under 791.457' XXX (name of television show). Example: DVD 791.457 \$b GRE (Green Acres) DVD 791.457 \$b STA (Star Trek) Some exceptions are shows based on fictional stories such as Masterpiece Theatre programs, and some PBS programs Example: DVD FICTION \$b I (I, Claudius)
DVDs (Young adult)	<ul style="list-style-type: none"> The call number is DVD YA DVDs are Cuttered using the first 3 letters of the main entry. <p>Examples:</p> <ul style="list-style-type: none"> DVD YA \$b STE DVD YA 599.74443 \$b STE Change the gmd subfield "h" from [videorecording] to [dvd]. A DVD will be assigned the same call number as the book, CD or cassette that already has an assigned call number. All widescreen and full-screen formats for DVDs are cataloged on the same bibliographic record. A descriptive note, 500, is added with statement "Widescreen and full-screen format are available on this record" Add subject heading 650 0 DVDs.

	<ul style="list-style-type: none"> • The following exceptions are: • Statement of responsibility: Disregard statement of responsibility and Cutter on the title proper. • Example: 245 10 Tim Burton's Corpse bride DVD YA \$b COR • Series: Use the first 3 letters of the series title for its Cutter • Example: 245 10 The last Airbender (Avatar) DVD YA \$b AVA • This applies to all subject areas (fiction or non-fiction). <p>Biographies</p> <ul style="list-style-type: none"> • DVDs follow the same cataloging rules as print biographies. • Example: DVD YA 921 \$b TRUMAN HARRY 	
DVDs (Juvenile)	<ul style="list-style-type: none"> • The call number is DVD J or DVD E • DVDs are Cuttered using the first 3 letters of the main entry. <p>Examples:</p> <ul style="list-style-type: none"> • DVD J \$b STE • DVD J 599.74443 \$b STE • DVD E \$b STE • DVD E 599.74443 \$b STE • Change the gmd subfield "h" from [videorecording] to [dvd]. • A DVD will be assigned the same call number as the book, CD or cassette that already has an assigned call number. • All widescreen and full-screen formats for DVDs are cataloged on the same bibliographic record. A descriptive note, 500, is added with statement "Widescreen and full-screen format are available on this record" • Add subject heading 650 0 DVDs. • The following exceptions are: • Statement of responsibility: Disregard statement of responsibility and Cutter on the title proper. 	

	<ul style="list-style-type: none"> • Example: 245 10 Walt Disney presents Aladdin • DVD J \$b ALA • Series: Use the first 3 letters of the series title for its Cutter • Example: 245 10 Come to Barney's backyard! • DVD E 782.42 \$b BAR • This applies to all age-level materials and to all subject areas (fiction or non-fiction). <p>Biographies</p> <ul style="list-style-type: none"> • DVDs follow the same cataloging rules as print biographies. • Example: DVD J 921 \$b TRUMAN HARRY <p>Television programs</p> <ul style="list-style-type: none"> • Most programs are classified under 791.457' XXX (name of television show). • Example: DVD E 791.457 \$b BLU • (Blue's Clues) • Some exceptions are shows based on fictional stories such as Sesame Street, Fraggle Rock, Dora the Explorer • Example: DVD E \$b SES (Sesame Street)
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Playaways

Playaways (portable audio books)	Cataloging Playaways (pre-loaded, self-playing digital audio book)
	<ul style="list-style-type: none"> • Call number: PAB (adult), PAB J (children), PAB YA (young adult); • Proceed with Dewey number for subject. • Title: The gmd "h" subfield will be changed from [sound recording] to [portable audiobook] • Series: Add a 440 tag. The series entry will be Playaway [portable audiobook] • Physical format (538): Each MARC record is coded with a 538 tag. Keep intact. It says: Issued

	<p>on Playaway, a dedicated audio media player.</p> <ul style="list-style-type: none"> • Subjects: Add the following four 650 tags: • Portable audio book • Self-playing digital audio book • Playaway • Playaways <p>Collection code: PAB, PABJ (Portable audio book)</p> <p>Item type: PAB</p>
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Kits

	<ul style="list-style-type: none"> • Kits are cataloged according to their predominant component • The gmd in tag 245 is changed to [kit] • The collection code and item type is assigned according to the call number. <p>Example: CD E 372.634 \$b HOO</p> <p>245 0 0 Hooked on handwriting \$h[kit] :\$b learn to print.</p>
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BIG BOOKS

	Action
	<ul style="list-style-type: none"> • LCPL has a collection of children's "big book" fiction and non-fiction. • "Big books" are larger (over 39 cm) than most children's books. • The call number prefix is LIBR OF E. An additional 650 subject heading for "Big books" will be added. • The gmd subfield "h" [big book] will be added to the 245 tag.
	<ul style="list-style-type: none"> • Example : LIBR OF E \$b WRI • LIBR OF ER \$b WRI • Bunny count \$h [big book] /\$c by Jane Wright.

BRAILLE MATERIALS

	<u>Action</u>
	<ul style="list-style-type: none"> • LCPL has a juvenile Braille collection. • All Braille materials will include BRAILLE as a prefix before the call number. • Example: BRAILLE E \$b AND • BRAILLE J \$b AND • BRAILLE J 811.54 \$b AND • All Braille materials will have included a gmd subfield "h" [braille] in the 245 field <p>Example: 245 10 There's a wocket in my pocket \$h [braille] /\$c by Carla Wilson</p>

ESL (English as a second language) MATERIALS

<u>ESL Collection</u>	<u>Action</u>
	<ul style="list-style-type: none"> • LCPL has fiction, non-fiction, CD, and DVD ESL (English as a second language) materials. • All are cataloged using ESL as a prefix and the Dewey subject call number. • All ESL materials for non-native English speakers are cataloged in this category. • Example: <u>Living English for Chinese Speakers</u>, is cataloged as ESL CD 428.34951 LIV • Foreign language dictionaries are not ESL books. Learning a foreign language will remain in the regular collection under the call number for that specific language. • Items that are recorded or written in Spanish are not ESL. • Call number: • Example: ESL 428.1 \$b PET • ESL CD 428.1 \$b PET • ESL DVD 428.1 \$b PET • The 245 tag will have a gmd subfield "h" with the phrase "[ESL]" as a prefix with the exception for books. <p>Example:</p>

	<ul style="list-style-type: none"> • 245 10 Basic English • Basic English \$h [ESL dvd] • Basic English \$h [ESL compact disc] • Add subject heading 650 0 ESL.
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APPENDIX C

Juvenile Series list used by LCPL (subject to change)

Coded JFSER for fiction; JNFSER for non-fiction

A TO Z MYSTERIES	LADY GRACE MYSTERIES (Inactive)
ADVENTURES OF THE BAILEY SCHOOL KIDS (On Hiatus)	LARRYBOY (Inactive)
AMERICAN DIARIES (Inactive)	LITTLE HOUSE BOOKS (On Hiatus) Original Series Chapter Books
AMERICAN GIRLS (BOTH JF AND JNF COLLECTION CODES) American Girl Library American Girl Mysteries American Girl Today American Girls Friends Girl of the Year Original Series (Inactive) History Mysteries Short stories	LIZZIE MCGUIRE Lizzie McGuire Mysteries Lizzie McGuire Cine-manga
ANIMAL ARK Animal Ark Pets (Inactive) Animal Ark Hauntings (Inactive)	MAGIC SCHOOL BUS (BOTH JF AND JNF COLLECTION CODES) Ms. Frizzle's Adventures (Inactive)
ANIMORPHS (Inactive)	MAGIC TREE HOUSE Magic Tree House Research Guides (JNF COLLECTION CODE)
ARTHUR BOOKS	MANDIE Young Mandie (Inactive)
BERENSTAIN BEARS	MARY KATE AND ASHLEY (All Inactive) New Adventures of Mary Kate and Ashley Two of a Kind
BIONICLE CHRONICLES Bionicle Adventures (Inactive) Bionicle Legends	MY AMERICA (Inactive)
BOXCAR CHILDREN	MY NAME IS AMERICA (Inactive)
CAM JANSEN MYSTERIES	NANCY DREW Nancy Drew, Girl Detective Nancy Drew Graphic Novels
CHOOSE YOUR OWN ADVENTURE (Reissues)	POKEMON (BOTH JF AND JNF COLLECTION CODES) (Inactive)
DEAR AMERICA (Inactive)	
FLOWER FAIRIES	

GIRLS OF MANY LANDS (Inactive)	REMNANTS (Inactive)
GOOSEBUMPS Goosebumps Graphix	ROYAL DIARIES (Inactive)
GRAPHIC NOVELS	SECRETS OF DROON
HANK THE COWDOG	SPY KIDS ADVENTURES (Inactive)
HANNAH MONTANA	STAR WARS
HARDY BOYS Hardy Boys Graphic Novels Hardy Boys: Undercover Brothers	SUITE LIFE OF ZACK AND CODY
HEARTLAND (Inactive)	THOROUGHbred (Inactive)
JUNIE B. JONES	TRIXIE BELDEN
KIM POSSIBLE (Inactive) Kim Possible Pick A Villain (Inactive)	W.I.T.C.H. W.I.T.C.H. Adventures W.I.T.C.H. Graphic Novels
	ZACK FILES (Inactive)

APPENDIX D

Prefix table

092 LOCAL CALL NUMBER	TYPE OF MATERIAL
FICTION	Adult fiction: fictitious stories
YA	Young adult fiction: teen-age fictitious stories for ages 13-17.
J	Juvenile fiction: fictitious stories, grades three and above, vocabulary to grade six or age 11. Class folk tales and fairy stories in 398.2
E	Easy Fiction: picture books or books that have to be read to a preschool child.
ER	Easy reader fiction: stories beginning reader can read on his/her own (ages 5 to 7). Controlled vocabulary. Blurb usually states that it is a "beginning" or "easy" reader.
LP FICTION	Large print fiction: fictitious story in large print format or large print edition.
LP J	Large print juvenile fiction.
LP YA	Large print young adult fiction.
SP FICTION	Spanish language adult fiction.
SP YA	Spanish language young adult fiction.
SP (J, E, ER)	Spanish language juvenile fiction (J for juvenile, E for easy books, ER for easy readers)
REF	Adult reference – books such as directories, encyclopedias, gazetteers, year books, directories, concordances, indices, bibliographies, and atlases, which are compiled to supply definite pieces of information of varying extent, and intended to be referenced rather than read through
J REF	Juvenile reference – reference materials written in vocabulary suitable for third through seventh grades.
Dewey Number	Adult non-fiction.
YA	Young adult non-fiction.
J	Juvenile non-fiction – Non-fiction books written in vocabulary suitable for third to sixth grade.
E	Easy non-fiction.
ER	Easy reader non-fiction.
921	Adult individual biography – a written account of a person's life
YA 921	Young adult biography.
J 921	Juvenile individual biography.

E 921	Easy individual biography
ER 921	Easy reader individual biography.
LP 921	Individual biography in large print format.
LP	Adult non-fiction in large print format.
LP YA	Young adult non-fiction in large print format.
LP (J, E, or ER)	Juvenile non-fiction in large print format for J, E, or ER audience.
DISC	Compact discs (Music and performance).
DISC (J, or E)	Compact discs for juveniles (music).
DVD	DVDs for adults.
DVD YA	DVDs for young adults.
DVD (J or E)	DVDs for juveniles.
CD FICTION	Compact disc fiction.
CD YA	Compact disc young adult fiction.
CD (J or E)	Compact disc juvenile fiction.
CD	Compact disc nonfiction
CD YA	Compact disc young adult non-fiction.
SP	Materials written in Spanish (except foreign language learning materials)
ESL	English as a Second Language materials

APPENDIX E

ITEM CREATION IN THE 949 TAG (local editing—adding items)

Fields and values for item/holding tag:

Subfield	Description	Default/Valid Values
b	item barcode	Full item barcode
c	collection code	See APPENDIX F COLLECTION CODES
d	call number	Full call number
m	location	See APPENDIX H BRANCH CODES
p	price	00.00 (include the decimal: e.g.24.00, not 2400)
t	item type	See APPENDIX G ITEM TYPES
9	item status	n

Barcode number (b): Enter the barcode in the 949 tag, subfield b as supplied by LCPL.

Collection code (c): Enter the collection code in the 949 tag, subfield c, see APPENDIX D.
Example: 949 #c CDJ (compact discs for juvenile)

Call number (d): Enter the complete call number in the 949 tag, subfield d.
Example: 949 #d DISC J 782.42 BAR

Location code (m): Enter the location code in the 949 tag, subfield m, see APPENDIX F.

RUST = Rust Library

The location is always RUST.

Price (p): Enter the price in the 949 tag, subfield p without the dollar sign.

Item type (t): Enter the item type in the 949 tag, subfield t.
Example: 949 #t CD (compact disc music)

Item status (9): Enter the item status in the 949 subfield 9. This will always be "n".

Example 949 #b 3169600000001 #c CDJ #d DISC J 782.42 BAR #m RUST
#p12.95 #t CD #9 n

Items: Bibliographic records with existing holdings in LCPL's database:
Use the existing bibliographic record and add items as described above.

If library materials are not cataloged "live" in the LCPL's database, MARC records can be sent as an e-mail attachment to the cataloger's address.

APPENDIX F

COLLECTION CODES

Collection codes used at Loudoun County Public Library

CODE	DESCRIPTIONS
BRL	BRAILLE LITERATURE
CD	COMPACT DISC ADULT
CDBKA	CD BOOK ADULT FICTION
CDBKAN	CD BOOK ADULT NONFICTION
CDBKE	CD BOOK EASY (Includes E, ER Fiction and Nonfiction)
CDBKJ	CD BOOK JUVENILE (Includes Fiction and Nonfiction)
CDBKYA	CD BOOK YA
CDJ	COMPACT DISC JUVENILE (Includes E & J)
CLO	CHILDREN'S LIBRARIAN OFFICE
DVD	DVD (Includes ADULT & YA Fiction and Nonfiction)
DVDJ	DVDJ (Includes E & J Fiction and Nonfiction)
EF	EASY FICTION
ENF	EASY NONFICTION
ERF	EASY READER FICTION
ERNF	EASY READER NONFICTION
ESLANL	ESL/ADULT LEARNER FICTION
ESLANL	ESL/ADULT LEARNER CD
ESLANL	ESL/ADULT LEARNER NONFICTION
F	ADULT FICTION
JF	JUVENILE FICTION
JFSER	JUVENILE FICTION SERIES
JNF	JUVENILE NONFICTION
JNFSER	JUVENILE NONFICTION SERIES
JREF	JUVENILE REFERENCE
LPF	LARGE PRINT FICTION
LPNF	LARGE PRINT NONFICTION
NF	ADULT NONFICTION
PAB	ADULT PORTABLE AUDIOBK (Includes Fiction and
PABJ	JUVENILE PORTABLE AUDIOBK (Includes Fiction &
PABYA	YA PORTABLE AUDIOBK (Includes Fiction and Nonfiction)
REF	ADULT REFERENCE
SPF	SPANISH FICTION (Includes Adult & Young Adult)
SPJF	SPANISH JUVENILE FICTION (Includes E, ER, J)
SPJNF	SPANISH JUVENILE NONFICTION (Includes E, ER, J)
SPNF	SPANISH NONFICTION (Includes Adult & Young Adult)
YA	YA FICTION
YANF	YA NONFICTION

APPENDIX G

ITEM TYPES

ITYPE	DESCRIPTION
BK	BOOK
CD	COMPACT DISC
DVD	DVD
PAB	PORTABLE AUDIOBOOK
PB	PAPERBACK
REF	NON-CIRCULATING

APPENDIX H

BRANCH CODES

BRANCH NAME	AGENCY CODE
Rust Library	RUST

Materials Processing Summary- APPENDIX I

General caveat: Make every effort not to cover up useful information about the item.

Label placement is done before covering. Illustrated specifications are in APPENDIX B.

I. Barcode Placement

Books- all audiences	Upper right corner of the back outside jacket/cover ¼ in from top. Place barcode on book jacket/cover before Mylar covering.
Board books	Special blue barcodes. Placement is the same. Board books do not have Horizon records.
AudioBooks on CD	Upper right hand corner of the back of the cover art insert.
DVDs	Upper right hand corner of the <u>front</u> of the cover art insert. Digital imaging processing is preferred. *R-rated DVDs- place a yellow transparent barcode protector label over the barcode.
CDs	Upper right hand corner of the back of the cover art insert. Digital imaging processing is preferred.
Playaways	Upper right hand corner of the back of the cover art insert.
Kits & Games	Contact LCPL staff for specific instructions.

II. Spine Label Placement

Books- all audiences	Lower spine of book ½ in. from bottom of spine, <u>unless</u> a genre label is used. Then place spine label <u>above</u> genre label. On spines thinner than the label, position the left edge of the label on the left edge of the spine and wrap the right edge around the front of book and place spine label protector over spine. If there is no spine (e.g. thin paperbacks or spiral rings), place label on the lower left corner of the front of the book ¼" from spine.
Board books	None
AudioBooks on CD	Lower spine ½ in. from bottom directly on the cover art insert, <u>unless</u> a genre label is used. Then place spine label <u>above</u> genre label which is flush with the spine.
DVDs	Lower spine ½ in. from bottom directly on the cover art insert <u>unless</u> a Closed Captioned and/or Public Performance label is needed. (see special label placement) Digital imaging processing is preferred.
CDs	Lower left corner of the cover art insert. Digital imaging processing is preferred.
Playaways	Lower spine ½ in. from bottom directly on the cover art insert <u>unless</u> a genre label is used. Then spine is placed <u>above</u> the genre label which is flush with the bottom of the spine.
Kits & Games	Contact LCPL staff for specific instructions.

III. Genre Label Placement

<u>Books- Fiction</u> Adult, including Large Print Young Adult including graphic novels Juvenile including graphic novels	Flush with the bottom of the spine with the spine label directly <u>above</u> , covered by the book jacket or a spine label protector. <u>Genre labels used:</u> <i>Mystery, Science Fiction, Fantasy, Western, Graphic Novels and Romance.</i> This information is found in either the 650 or 655 fields.
<u>Books – Children's</u> Easy and Easy Reader Fiction	Flush with the bottom of the spine with the spine label directly <u>above</u> , covered by book jacket or a spine label protector. <u>Holiday labels used:</u> <i>Valentine's Day, Easter, Halloween, Thanksgiving Day, and Christmas.</i> <u>Award labels used:</u> <i>Caldecott and Newbery</i> for the award winners. This information is found in either the 650 or 655 fields.
<u>AudioBooks on CD- Fiction</u> Adult, Young Adult, Juvenile	Flush with the bottom of the spine directly on the cover art insert with the spine label above.
Playaways	Flush with the bottom of the spine directly on the cover art insert with the spine label above.

IV. Special Label Placement

Books with CDs	<u>NOTICE</u> disclaimer label centered on the bottom of the CD holder in the back of the book. <u>LOOK FOR</u> label directly under the barcode on the back of the book with the number of items enclosed marked in the appropriate area.
Reference books	REFERENCE ONLY label directly under the barcode on the back of the book.
DVDs	<u>Closed captioned DVD-</u> CLOSED CAPTIONED label flush with the bottom of the spine with the spine label directly above. <u>Public performance DVD-</u> place a PUBLIC PERFORMANCE label flush with the bottom of the spine with the spine label directly above. If <u>both</u> closed captioned and public performance labels are needed, place the CLOSED CAPTIONED label flush with the bottom of the spine, then the spine label and then the PUBLIC PERFORMANCE label above the spine label. Digital imaging processing is preferred.
Kits & Games	Contact LCPL staff for specific instructions.

V. Covering

Books- Hardback	Mylar covering (1.5 mil polyester) attached with filament tape. Apply covering after all processing steps have been completed.
<u>Books- Paperbacks</u> Nonfiction, classics & best sellers	Mylar self-adhesive Reddi-covers. Apply covering after all processing steps have been completed.
Board books	None

VI. Cases

AudioBooks on CD	Sturdy locking vinyl ring binder cases with double sided CD sleeves and full outer plastic sleeve. If original packaging meets these requirements do not repackage.
Books with CDs	Permanent plastic self-adhesive CD holders. Replace all thin paper holders.
DVDs	Sturdy dark gray vinyl cases with full outer plastic sleeve. Use albums that hold multiple DVDs as needed.
CDs	Caddi or CD poly case with open spine hinge and full outer plastic sleeve. Jewel cases are not acceptable.
Playaways	Do not repackage.

APPENDIX J

PROCESSING SPECIFICATIONS FOR BOOKS

Procedures for processing books are given below. Refer to the Loudoun County Public Library samples for placement of labels, and other processing specifications.

PROCESSING BY COLLECTION

Circulating collections:

Circulating collections include: adult collections in fiction and non-fiction (regular and large print), young adult collections, all children's collections (juvenile, easy and easy-reader), and all special collections.

The processing for these collections should include:

- Barcode (supplied by LCPL)
- Genre label
- Spine label
- Spine label protector

Non-circulating collections:

Non-circulating collections include collections in **REF** and **J REF**. The processing for these collections should include:

- Barcode (supplied by LCPL)
- REFERENCE ONLY** label
- Spine label
- Spine label protector

PROCESSING STEPS

Barcode:

Place Loudoun County Public Library (2"L x ¾"W) barcode on the upper right corner of the back cover ¼" from top right corner before Mylar covering.

Spine Label:

Place the spine label on lower spine of book. The spine label should be placed consistently ½ inch from the bottom of the spine, UNLESS a Genre label is used. When a Genre label is used, spine label is placed directly above the genre label which is placed flush with the bottom of the spine, covered by the book jacket or a spine label protector. On spines thinner than the label, position the left edge of the label on the left edge of the spine and wrap the right edge of the label around the front of the book. If there is no spine (e.g. thin paperbacks or spiral rings), then place label on lower left corner of the front of the book ¼" from spine.

See "Label Formats" section for spine label details.

Genre Labels:

The only genre labels used for LCPL are:

MYSTERY
SCIENCE FICTION
FANTASY

WESTERN
GRAPHIC NOVELS
ROMANCE.

Holiday stickers are used for the juvenile fiction collection only (books and books on CD). They are as follows:

**VALENTINE'S DAY, EASTER, HALLOWEEN, THANKSGIVING DAY,
AND CHRISTMAS.**

Use the **CALDECOTT** and **NEWBERY** labels for the award winners.

Each label is assigned during the cataloging process from the bibliographic subject heading 650 or 655 genre fields. The labels are placed at the base of the spine below the spine label.

Use the ¾" x 1" label, see sample sheet.

Mystery Label – Green label with white type; "M" circled at top of page.

Science Fiction – Purple label with white type (picture of Saturn); "SF" circled at top of page.

Fantasy – Purple label with yellow type (picture of unicorn); "F" circled at top of page.

Western – Yellow label with green picture of cactus with hanging hat, "W" at top of page.

Graphic Novels – Red with cartoon bubbles; "GN" circled at top of page.

Romance – Orange with red heart; "R" circled at top of page.

Juvenile labels used

Valentine's Day – Light blue label with red type; red heart

Easter – Pink label with red type; Easter eggs in grass
Halloween – black label with orange type; orange moon with witch
Thanksgiving - Light blue label with brown type: pilgrim hat and turkey
Christmas - Lime green label with red type; red candy cane
Newbery – Gold label with black type; silver circle, rose “N” in middle.
Caldecott - Red labels with black type; gold circle, orange “C” in middle.

For Reference collections, use a “**REFERENCE ONLY**” on the back cover of the book, placed directly below the barcode.

Square reference label, 2” W x 3” L, self-adhesive, white label with red type

**REFERENCE
ONLY**

Jackets:

All dust jackets need to be Mylar covered (1.5 mil. Polyester) and fastened to book using ¼” reinforced filament tape.

Paperback books:

Non-fiction, classic and best seller paperback books will use Reddi covers (1.5 mil. Polyester). Apply covering after all processing steps have been completed.

Disclaimer Label:

This is a rectangular 3” L x ¾”W, self-adhesive white label with black type and is used only on CD’s that come inside books. Excluding music CDs.

**NOTICE: Loudoun County Public
Library
assumes neither responsibility nor**

**liability for
claims of damage to equipment
resulting from use of this disk.**

PROCESSING FOR SPECIAL CIRCUMSTANCES

Multi-volume sets:

Each volume has its own unique barcode number. Each volume is processed using same steps outlined above based on circulation status. If the multi-volume item is repackaged as one item, then there will be one barcode (with duplicate barcodes created). *if an item is repackaged to condense all items into one case then only one barcode is needed

KITS:

LCPL purchases many kits but the processing is not standardized due to the variety of kits and the specialized cataloging which determines the method of processing used. LCPL discards all pieces that are choking hazards and all small pieces that could be misplaced by the patrons.

Address all questions pertaining to kits to Loudoun County Public Library staff

Children's Board Books:

They require special blue barcodes provide by LCPL for the self-checkout machine. Board books do not have Horizon records.

Books with CD's:

All thin paper holders will be replaced with permanent plastic, self-adhesive CD holders.

Place a Notice disclaimer label centered on the bottom of the CD holder in the back of the book.

**NOTICE: Loudoun County Public Library
assumes neither responsibility nor
liability for**

**claims of damage to equipment resulting
from use of this disk.**

Address all questions to Loudoun County Public Library.

CD and DVD processing

PROCESSING FOR SPECIAL CIRCUMSTANCES

Multi-part Books on CD:

If there are 3 or more parts then each part will have an individual barcode. For items that have 2 parts and can be kept together but are in separate cases should share one (same) barcode number, a spine label for each part, and be held together with Velcro.

Create a duplicate barcode. Place in the usual spot. Put extra spine labels on each part. Velcro parts together.

Steps:

Step 1	Create duplicate barcode for part 2
Step 2	Place barcode on upper right hand corner of the back of the cover art insert of each part. Place spine on lower spine ½ in. from bottom directly on the cover art insert. Velcro front of part 1 to the back of part 2 using two – 3/4" x 3 ½" Velcro strips. Use black Velcro for black case.
Step 3	Making the spine labels. When generating spine below the cutter it should read Pt. 1 of 2 (which is placed on Part 1) and <div><div><p>CD 384 GIL Pt. 1 of 2 RUST</p></div><div>example</div><div><p>CD 384 GIL Pt. 2 of 2 RUST</p></div></div> Pt. 2 of 2 (which is placed on Part 2)

Address all questions to Loudoun County Public Library.

PROCESSING SPECIFICATIONS FOR DVD'S

CASING:

Albums for DVD's must be sturdy dark gray, vinyl cases with a full outer plastic sleeve. Albums that hold multiple disk must be used as needed. If the items are purchased and received in cases that meet these requirements, then do not repackage the DVDs.

Prepare the casing in the following manner:

- Use appropriate sized case with full-graphic outer plastic sleeve and ring binders with double sided cd sleeves – white with thumb pulls
- Use and trim any original package graphics. Retain as much of the original packaging as possible to make an attractive album.
- Place the barcode original packaging before inserting into the outer casing plastic sleeve.
- Digital imaging processing is preferred.

LABELS TO PRINT:

Print spine labels according to the specifications in Label Formats section.

PRE-PRINTED LABELS:

BARCODE (supplied by LCPL)

CLOSED CAPTIONED LABEL

GENRE LABELS ARE NOT USED ON DVDs

PROCESSING STEPS:

Place Barcode horizontally on the front upper right hand corner of the cover art inserts.

- Place the Closed-captioned label as needed, at the base of the spine.
- Place Spine label on lower spine (1/2 inch from bottom or directly above the closed caption label or public performance label if used).

- If both closed caption and public performance labels are used then place the closed caption label flush with the spine, then spine label with the public performance label directly above.
- Digital imaging processing is preferred.

PROCESSING FOR SPECIAL CIRCUMSTANCES

R-Rated DVD's

Place a Yellow transparent barcode protector label over the barcode on all "R" rated DVD's

PROCESSING SPECIFICATIONS FOR CDs

CASING:

Albums for CDs must be sturdy, locking vinyl cases with full-graphic outer plastic sleeve and two ring binders. The albums need to meet specifications of Loudoun County Public Libraries sample. If the items are purchased and received in cases that meet these requirements, then do not repackage the CD's.

Prepare the casing in the following manner:

- Use appropriate case with full-graphic outer plastic sleeve and two- ring binder.
- Album has inner plastic sleeves for each CD.
- Use and trim any original package graphics. Retain as much of the original packaging as possible to make an attractive album.
- Place the barcode and all appropriate stickers on the original packaging before inserting into the outer casing plastic sleeve.
- Digital imaging processing is preferred.

Books On CD

- Place spine label on lower spine of case (1/2 inch from the bottom) UNLESS a Genre label is used. When a Genre label is used, spine labels should be placed directly above the genre sticker. All processing is done on cover art insert before placing in plastic sleeve.

- Genre and holiday stickers (as instructed earlier) are used for Books on CD.
- Place barcode horizontally, on upper right hand corner of cover art insert.

Music CD's Strong Caddi cases or CD Poly cases are used for music CD's. Use double cases or (cases for 3 or 4 as appropriate) for 2 discs or more.

- Place barcode on back cover art insert in upper right corner.
- Place spine label on front insert cover art insert, lower left corner.
- Digital imaging processing is preferred.

PROCESSING SPECIFICATIONS FOR PLAY AWAYS

DO NOT REPACKAGE.

LABELS TO PRINT:

Print spine labels according to the specifications in Label Formats section.

PRE-PRINTED LABELS:

BARCODE

GENRE LABEL

PROCESSING STEPS:

- Place Barcode horizontally on the back upper right hand corner of the cover art inserts.
- Place spine label on lower spine ½ inch from the bottom of the spine UNLESS a genre symbol is used. When a genre label is used, this is placed flush with the bottom of the spine and the spine label directly above that on the cover art insert...
- Secure foam insert with rubber cement.

LABEL FORMATS

SIZE AND CONTENT:

SPINE LABEL:

- Approximate size: 1 ½" W x 1" H

1st line = prefix (Shelf location on item record)

2nd line = classification (class on item record)

3rd line = Cutter

4th line = additional Cutter or information from copy field

last line = branch ownership

- Start each line of the label on the left margin centered on the label.
- Determine the prefix and classification from the item record. Alpha-character prefixes and classes should be in all caps. Follow the formats below for each collection
- All spine labels should be placed horizontally
- All spine labels include the BRANCH location symbol on the bottom of the label

SPINE LABEL FORMATS BY COLLECTION:

CIRCULATING COLLECTIONS:

a. Adult Fiction Collections

FICTION AAR RUST

LP FICTION AAR RUST

b. Adult Non-Fiction Collections

001.023 RUH RUST

LP 385.0973 AMB RUST

921 AARON HANK RUST

<p>YA FIE</p> <p>RUST</p>	<p>YA 332.024 SIL</p> <p>RUST</p>
-------------------------------	---

E AAR	ER FEL	J FEU
RUST	RUST	RUST

E 398.2097 MON	ER 395.122 SHA	J 395.59 YOU
RUST	RUST	RUST

e. Adult and Juvenile Reference

REF 395.4 FOR	J REF 004.678 POL
RUST	RUST

NON-PRINT COLLECTIONS:

f. Adult:

CD 384 GIL RUST	CD FICTION ROB RUST
DVD FICTION BAT RUST	DVD 332.42 BRO RUST
DISC 786.2 BAC RUST	

g. Young Adults:

CD YA STE RUST	DVD YA BAR RUST
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h. Children's:

CD J LOW RUST	CD J 811.54 PRE RUST
DVD J TEE	DVD J 612 HUM

RUST		RUST
DISC J WHI		DISC J 222.32 MET
RUST		RUST
CD E AME		CD E 782.42 TRE
RUST		RUST
DVD E ABC		DVD E 305.321 FAM
RUST		RUST
DISC 398.2 BOD		
RUST		

SPECIAL COLLECTIONS:

h. Spanish Collection:

SP FICTION AGU	SP 393.1264 HOW
RUST	RUST
SP J ANN	SP J 398.2 ROH
RUST	RUST

SP E ADA
RUST
SP ER GRE
RUST
DISC SP 781.64 MAN
RUST

SP E 398.2 ADA
RUST
SP ER 790.133 BRY
RUST

i. Playaways:

PAB FICTION BRO
RUST
PAB YA BED
RUST
PAB J COL
RUST
PAB E YOL
RUST

PAB 158.1 ALL
RUST
PAB J 398.22 FLY
RUST
PAB E 398.2 RAB
RUST

APPENDIX K

PROCESSING SUPPLY LIST FOR LOUDOUN COUNTY PUBLIC LIBRARY

Gaylord	#898-1	Filament tape, 3M, ¼" used to attach Mylar book jackets to book.
Demco	#12854750	Labels, Christmas classification, 1"H x ¾"W, rounded corners, red print, uppercase, 500/roll (per attached Sample)
Demco	#12802800	Labels, Easter classification, 1"H x ¾"W, rounded corners, red print, uppercase, 500/roll (per attached Sample)
Demco	#12802830	Labels, Fantasy classification, 1"H x ¾"W, rounded corners, yellow print, uppercase, 500/roll (per attached Sample)
Demco	#P128-1119	Labels, Graphic Novel classification, 1"H x ¾"W, rounded corners, black print, uppercase, 500/roll (per attached Sample)
Demco	#12854730	Labels, Halloween classification, 1"H x ¾"W, rounded corners, orange print, uppercase, 500/roll (per attached Sample)
Demco	#P128-0036	Labels, Newbery Award classification, 1"H x ¾"W, rounded corners, black print, uppercase, 500/roll (per attached Sample)
Demco	#P128-0010	Labels, Caldecott classification, 1"H x ¾"W, rounded corners, black print, uppercase, 500/roll (per attached Sample)
Demco	#12854400	Labels, Romance classification, 1"H x ¾"W, rounded corners, red print, uppercase, 500/roll (per attached Sample)
Demco	#12803000	Labels, Science Fiction classification, 1"H x ¾"W, rounded corners, white print, uppercase, 500/roll (per attached Sample)
Demco	#P128-0304	Labels, Thanksgiving classification, 1"H x ¾"W, rounded corners, brown print, uppercase, 500/roll (per attached Sample)
Demco	#12803060	Labels, Valentines Day classification, 1"H x ¾"W, rounded corners, red print, uppercase, 500/roll (per attached Sample)
Gaylord	#ER-185RL	Labels, Permanent Mystery classification, ¾"H x 1"W, rounded corners, white print, uppercase, 500/roll (per attached Sample)
Gaylord	#ER-ST181R	Labels, Western classification, 1"H x ¾"W, rounded corners, green print, uppercase, 500/roll (per attached Sample)
Demco	#WS12816960	Economical Circulation Labels - 2" x 3" FOR

		REFERENCE labels, 500/roll	
Demco	#WS12807220	Custom Labels, White gloss paper, NOTICE: disclaimer ...500 per roll (per attached Sample)	
Demco	#WS12810230	Custom Labels, Green matte paper, LOOK FOR... 500 per roll	
Brodart	#23122004	Labels, Public Performance Rights label, 500 per package	
Gaylord	#523RL	Label Protectors, Clear Large, 2" x 3 ¾", 500/roll	
Gaylord	ST-137-25	Label Protectors, Color coding transparent protective, pressure sensitive, 1" x 3", yellow (or Demco, K8-280356, roll)	
AV Media	#1APD3g,	Cases, 1 DVD/CD, dark gray	
AV Media	#2APD3g	Cases, 2 DVD/CD, dark gray	
AV Media	#3APD3g	Cases, 3 DVD/CD, dark gray	
AV Media	#4APD3g,	Cases, 4 DVD/CD, dark gray	
Gaylord	#5DVDVKBLK	DVD Case, 5 capacity, full sleeve blk, polypropylene, VERSApack series, 7 1/2H x 5 1/4W x 1 1/8"D	
AV Media	#6APD3g	Cases, 6 DVD/CD, dark gray	
AV Media	# 90154	2-10 ring binder CD/DVD Vinyl Album-black	
AV Media	# 901b	10-20 ring binder CD/DVD Vinyl Album-black	
AV Media	# 213	Double sided CD sleeves-white with thumb pulls to be used with both cases above.	
Highsmith		#WC 53534, Reddi-covers, 8½" x 13"	Self-adhesive Book Covers
Demco		#P164-7002, Reddi-covers, 8½" x 13"	
Demco		#P164-7003, Reddi-covers, 9¾" x 15"	
Highsmith		#L51-53535, Reddi-covers, 9¾" x 15"	
Demco		#P164-7004, Reddi-covers, 10¾" x 17½"	
Highsmith		#WC 53536, Reddi-covers, 10¾" x 17½"	
Demco		#P164-7005, Reddi-covers, 11½" x 21½"	
Highsmith		#WC 53537, Reddi-covers, 11 5/8" x 21½"	
Demco		#P164-7006, Reddi-covers, 12½" x 22"	
Highsmith	# W91-22721	1 1/2 – mil Polyester Acid-free center open Pre-cut Jacket covers. 8 ½ x19"	
Highsmith	# W91-22722	1 1/2 – mil Polyester Acid-free center open Pre-cut Jacket covers. 9x19"	

Highsmith	# W91-22723	1 1/2 – mil Polyester Acid-free center open Pre-cut Jacket covers. 10x21"	
Highsmith	# W91-22726	1 1/2 – mil Polyester Acid-free center open Pre-cut Jacket covers. 12x24"	
Brodart	# 10 427 009	Fits 14" H books, 300' roll Acid-free center opening	1.5- mil. Polyester Acid-free Book Jacket cover Rolls
Brodart	# 10 427 010	Fits 16" H books, 300' roll Acid-free center opening	

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